

A GUIDE TO CITY HALL

City & County of San Francisco

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*A Resource Book for the
Lesbian and Gay Community*



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A GUIDE TO CITY HALL

City & County of San Francisco

The information in this booklet is intended to be a guide. It represents a compilation of information derived from many sources including information supplied by members of the Lesbian & Gay Mayoral Appointee Caucus.
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showing the front elevation of City Hall
from Van Ness Avenue.

DEDICATION

James Foster, San Francisco Health Commissioner, whose lifetime leadership and commitment to equality and dignity strengthened our Community and our City.

And to all lesbians, gay men and supporters of a just society whose contributions made San Francisco work for all San Franciscans.

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***A project of the Lesbian & Gay
Mayoral Appointees Caucus***

A Guide to City Hall

City & County of San Francisco

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INTRODUCTION

The Mayor of San Francisco
Art Agnos



October 1991

Dear Reader:

In a single generation, San Francisco's lesbian and gay community has gone from being outcasts and criminals under state law, to participants in the governing of the city. Two lesbians and a gay man serve on the Board of Supervisors. An openly gay man serves on the Board of Education, and another serves on the Community College District Board. Two lesbians and a gay man sit as judges on our municipal and superior court.

Lesbians and gay men sit on 22 of the city's commissions and boards, and serve in every city department — from City Controller and Director of the Rent Board, to liaison positions in the Police, Fire, Human Rights and Public Health Departments, to the Mayor's Office and in every city department.

This year, for the first time, lesbian and gay police officers marched with Police Chief Willis Casey in the Lesbian and Gay Freedom Day Parade. Three years earlier, openly lesbian members of the Fire Department drove historic fire trucks in the parade for the first time.

There is remarkable substance behind the symbolism of this increased visibility. The community itself is also emerging as visible and effective among people of color, in the trades, professions and corporate world, and in the neighborhoods.

San Francisco laws now address lesbians and gay in a greater depth than before.

The city's first law banning discrimination based on sexual orientation was passed in 1978.

In 1989, I signed into law a measure which established San Francisco as a City of Refuge, with a policy of non-cooperation with federal and other officials who seek to deport San Francisco residents for any reason except criminal behavior, including protection for those with HIV or because of their sexual orientation.

Today, the Convention and Visitors Bureau reaches out to lesbian and gay visitors, with advertisements in community publications and special tours of important lesbian and gay sites for travel writers from the community.

In 1989, I also signed into law a city Domestic Partners ordinance that included registration, protection against retaliation, hospital visitation rights and bereavement leave for city workers. Although that first version was repealed by voters, a second initiative restored registration, and city commissions have enacted hospital visitation rights, bereavement leave, family care leave and health insurance eligibility for city workers.

We also have new laws which establish an independent Commission on the Status of Women, with its own staff and subpoena powers, as well as a new "whistleblowers" law which can handle complaints against city workers who act against city policy, including violating the rights of lesbians and gay men.

A new ordinance establishing a city Minority, Women's, and Local Business Enterprise set-aside in city contracting , followed by my Executive Order, is moving us toward a level playing field that will benefit lesbian business owners, and gay men of color or those with a locally-owned business.

Not every effort at establishing fairness has succeeded. In 1988, I signed an ordinance setting terms for a city bid for the Olympic Games that required the U.S. Olympic Committee to rectify the wrong it did to the Gay Games. Opponents put a version on the ballot that eliminated all city conditions (and protections such as environmental impact statements), which passed. I also placed on the ballot a measure to give San Francisco authority to negotiate a new contract with the U.S. Navy for homeporting the USS Missouri in San Francisco, which would have given me the flexibility to deal with the anti-gay policies in civilian hiring. That measure was also narrowly defeated; today, the USS Missouri is never the less headed for mothballs, and negotiations are beginning for the City to take over the shipyard as I originally suggested.

Some specific challenges have required special approaches. When we considered what steps should be taken to empower the Commission on the Status of Women, I appointed a Task Force on the Commission headed by Roberta Achtenberg, now a Supervisor. Later, when I appointed a Family Policy Task Force to recommend family-friendly policies that include lesbian and gay families, Roberta served again as Chair. I also appointed a Mayor's Task Force on the HIV Epidemic, which issued a first-of-a-kind status report with recommendations being implemented.

As important as these changes are, the full participation of lesbian and gay people in city government has had an equally important impact on making this a better city for all San Franciscans.

It was a lesbian, Sharon Bretz, on the Fire Commission who negotiated to bring San Francisco a second fire boat after the Loma Prieta earthquake.

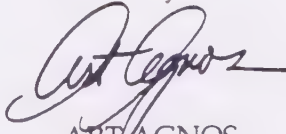
It is a gay man, Steve Coulter, as President of the Library Commission who speaks for the City as we build a new Main Public Library, overdue for the past 40 years.

It is a gay man, Leonard Graff, on the Human Rights Commission who chairs the committee for implementation of the MBE/WBE/LBE program for city contracting.

It is Leni Marin, a lesbian who is Chair of the Commission on the Status of Women, who has helped fashion a stronger response to domestic violence.

Every commissioner and board member has made tremendous sacrifices of time to serve the city. Their efforts have paid off. And the community's energy over the years to develop outstanding leaders who can contribute back to the community and the city is paying off for all San Franciscans.

Sincerely,



ART AGNOS

The Lesbian & Gay Appointees Caucus

For most of our history, lesbians and gay men have had only one message for government at all levels: "Leave us Alone." We fought for an end to laws on consenting adult sexual behavior, against legalized inquiries into our sexual orientation in jobs and housing, traditions which treated us unequally in awarding child custody, and which harassed us in our community. As lesbians and gay men took power through the voting booth and political activity, the emergence of openly lesbian and gay appointees held an important symbolic value that we are a part of, and not apart from, the community where we live.

Many issues combined to bring us to an era when we demanded that, as taxpayers, government also respond to our issues as individuals and as a community. We demanded government action to respond to the HIV epidemic, to issues of health care, to the needs of youth who ran away or were thrown away because they were lesbians or gay. It was no longer enough to be "left alone." If the role of government was to represent and serve the public, we insisted on claiming our right to be included rather than excluded.

San Francisco has been in the forefront of a changed response from government. In the past four years, more lesbians and gay men have been appointed to serve on city commissions and boards than ever before in the history of this city or any city. We have regarded our responsibility as serving all San Franciscans, and an opportunity to change policies and government which had treated us, at best, with malign neglect.

San Francisco offers a unique opportunity to address the response of government to our community because we are the only combined city and county in California, and one of a handful in the nation. Most cities do not have locally-governed health departments or, social services departments; those agencies are county responsibilities. That is one of the reasons why San Francisco can respond more quickly, with only one layer of government, on critical needs in those areas.

San Francisco is also unique in the authority given to city commissioners and board members. It is commissions, and not the mayor, who hire and fire department heads and which set policy. While the city charter calls for the removal of any official who interferes in the management of a

department (including elected officials, their staff and commissioners), the commissions review department budgets and forward them to the Mayor, who submits a budget to the Board of Supervisors. Through budget oversight authority, commissioners can establish priorities such as increased staff in the Police Department's Hate Crimes Unit. Commissions also hold public hearings on vital issues, as the Health Commission did in 1990 on a clean needle exchange program to interrupt new transmissions of HIV. The Mayor has, and uses, the authority to ask commissions to hold hearings, as Mayor Agnos did when he asked the Human Rights Commission to hold hearings on both hate crimes and, earlier, on domestic partners and family policy issues for the city.

This Guide covers all areas of city government, not just those with commission oversight. In the past four years and before, not every gap in equal treatment for lesbians and gay men has been met. More needs to be done.

At the same time, the changes and policies now in effect in San Francisco are far-reaching, and matter to the lives of lesbians and gay men and to our entire community. Those changes, to make the difference we intend, need to be understood, and City Hall and all government must be made accessible. This Guide seeks to do just that, with information on policies and programs of special interest to our community, and how to use them.

Some of these changes may, at first blush, seem to reflect an insider's preoccupation with the nuts and bolts of government. As lesbians and gay men, we know very well that it matters a great deal which way the screw turns.

At the Department of Social Services, for example, the Commission has maintained funding for DSS investigators to interview prospective foster and adoptive parents. Most other California counties, facing budget shortfalls, have dropped local programs and turned to the state government to fulfill this responsibility. The crucial difference is that state policy does not affirm the right of lesbians and gay men to be foster or adoptive parents, while San Francisco explicitly has an inclusionary policy. If a state agency, rather than the city, were to conduct the interviews, lesbians and gay men likely would find

themselves running into a wall of excuses that denied them the right to raise a child.

That's the difference between a government that is responsive, and one that is indifferent to the consequences of their action.

Among the major changes in San Francisco policies during the past four years are:

- o bereavement and family care leave for lesbians and gay men in city government.
- o changed definitions of "household" that make lesbians and gay men eligible for Redevelopment Agency home ownership loans and rentals.
- o a hospital visitation policy that includes domestic partners at all hospitals in the city, adopted by the Health Commission.
- o Increased staffing at the Police Department's Hate Crimes Unit, with the first-ever successful prosecutions under the new Chief, and expansion of the staff at the Office of Citizen Complaints, as well as a new promotion policy that factors a police officer's record of official misconduct.
- o A new lesbian and gay center to be established in the new Main Public Library, the first in the nation to be in a public library.
- o a new eligibility for domestic partners of city workers to be included in health plans, approved by the Health Service System Board.
- o a new AIDS Memorial Grove and a park walk memorializing activist Bill Kraus at the Recreation and Parks Department.
- o special hearings on AIDS health care costs by the Small Business Advisory Commission.
- o a policy calling for a city audit of costs resulting from discrimination against lesbians and gays in the military, passed by the Veterans Affairs Council.

Members of the Lesbian and Gay Caucus have also understood the role our city can play in

speaking out on issues of importance at the state and national level.

Former Health Commissioner Jim Foster led the Health Commission in opposing the U.S. immigration policy against entrance for those with HIV.

Police Commissioner Gwenn Craig took the lead in winning changes at the International Association of Chiefs of Police's anti-gay hiring policies for all police officers, keeping the issue on the front burner during months of discussion with San Francisco's police chief, the Mayor's Office, and the International Association itself.

Arts Commissioners Stanely Eichelbaum and Danny Genera, as well as Library Commissioner Steve Coulter, took the lead in commission policies opposing Jesse Helms' attempts at censorship in the arts and humanities.

Human Rights Commissioner Lenore Chin led the challenge against attempts to ban the "Blood Sisters" blood drive involving lesbians.

Social Services Commissioner David Neely led the challenge to end HIV discrimination at the Recreation Center for the Handicapped.

Veterans Affairs Council member Robert Dockendorff introduced the resolution on the rights of lesbian and gay military veterans to receive full benefits.

We are all equally committed to making San Francisco a city that is fair and accessible to all people who live here, confronting racism and sexism, meeting the needs for housing, health care, child care, and public safety, and reaching out to those who have not had equal opportunity.

This Guide is a first-of-a-kind. We hope, in fact, that people discover that we *have not* included everything, and give us their advice on what should be included in a next edition. We also hope that this Guide, in addition to helping make City Hall more accessible, serves to prompt new ideas on changes still needed.

Members of the Lesbian & Gay Appointees Caucus

Frank Baresick	Street Artists Advisory Board	
David Binder	Elections Commission	554-4375
Sharon Bretz	Fire Commission	861-8000
Debra Chasnoff	Film and Video Arts Commission	554-6144
Lenore Chinn	Human Rights Commission	558-4901
Steve Coulter (President)	Public Library Commission	558-3031
Michael Crowe (President)	Landmark Preservation	
Gwenn Craig	Police Commission	553-1667
Bob Dockendorff	Veterans Affairs Council	
Fred Dunnett	Advisory Committee on Community Development	554-8722
Stanley Eichelbaum	Arts Commission	558-3463
Danny Genera	Arts Commission	558-3463

Maria Gil de la Madrid	Advisory Committee on Community Development	554-2960
Leonard Graff	Human Rights Commission	558-4901
Vivian Hammill	Rent Stabilization Board	621-7368
James Haas	Arts Task Force	
Rick Hauptman	Relocation Appeals Board	
Clint Hockenberry	Advisory Committee on Community Development	554-8722
James Hormel	Host Committee	
Tom Horn	War Memorial board	621-6600
Russell Kassman	Small Business Advisory Commission	554-8930
Leslie Katz	Bayview Hunters Point Shipyard Task Force	
Charles Larsen (Chaplin)	Police Commission	553-1667
John Locke	Industrial Development Authority	
Pierre Ludington	Health Commission	554-2666
Leni Marin	Commission on the Status of Women	558-3653
Molly Martin	Commission on the Status of Women	558-3653
Paul Melbostad	Board of Permit Appeals	554-6720
David Neely	Social Services Commission	557-6431
Connie O'Connor	Recreation and Parks Commission	666-7064
Trent Orr	Recreation and Parks Commission	666-7064
Michael Rossoff	Rent Stabilization Board	621-7368
Mathew Rothchild	Advisory Committee on Community Development	554-8722
Richard Sevilla	Elections Commission	554-4375
Pat Underwood	Health Commission	554-2666
William Villa	Rent Stabilization Board	621-7368

Department Heads

Joe Grubb (Executive Director)	Rent Stabilization Board	621-7368
Ed Harrington (Controller)	Controller	

Members of the Mayor's Staff

Larry Bush	Mayor's Staff	554-6138
Michael Housh	Mayor's Staff	554-6135
Scott Shafer	Mayor's Staff	554-6148
John Sucich	Mayor's Staff	554-6141
Kathleen Keilch	Office of Housing	554-6141
Pam David	Office Community Development	554-2960
Zoon Nguyen	Office Community Development	554-2960

Task Force Members

Roberta Achtenberg, Chair	Mayor's Task Force on Family Policy	
Ron Braithwaite	Mayor's Task Force on Family Policy	
Rob Towle	Mayor's Task Force on Family Policy	
Robert Anderson	Mayor's Task Force on Family Policy	
Jerome Davis (Staff)	Mayor's Task Force on Family Policy	
Martin Delaney	Mayor's Task Force on the HIV Epidemic	
Tim Wolfred	Mayor's Task Force on the HIV Epidemic	
Chris Collins (Staff)	Mayor's Task Force on the HIV Epidemic	



How to use this Guide

Be creative. If you look only under a single department, you will miss other services that can be important to you. Below are some examples of the varied approaches to making city government work for you as a lesbian, gay man, or member of a lesbian or gay family. These examples only begin to illustrate ideas on how to get city government to respond to your issues and needs.

If you face discrimination:

If you work in the private sector, you may receive help through the Human Rights Commission. If a business discriminates, you may also take your complaint through the Police Commission or the Board of Permit Appeals. If you are a City employee, complaints are filed through the Civil Service Commission. The Commission on the Status of Women also will take complaints based on sex harassment. The city whistleblower office, under the Mayor's Office, will take complaints about supervisors without identifying you.

If you have HIV or need health or social services:

In addition to the Department of Public Health and the Department of Social Services, discrimination complaints can be filed at the Human Rights Commission, requests for paratransit services and taxi discount vouchers are provided through MUNI (under Public Utilities Commission), appeals for rent rates may be made both to the Rent Board and the Board of Permit Appeals, and city workers may apply for family care leave through the Civil Service Commission.

If a city employee acts improperly:

In addition to the Mayor's whistleblower program and the Civil Service Commission, complaints can be made through the Commission on the Status of Women, and in the case of department workers, complaints can be made at the Police Commission, Fire Commission, and Public Utilities Commission (for MUNI workers).

If you have specific concerns as a lesbian:

The Commission on the Status of Women and the Human Rights Commission both have programs ad-

ressing discrimination and harassment. The Commission on the Status of Women also funds domestic violence programs. The City Attorney's office handles restraining orders, and the District Attorney's office funds a family violence program. The Human Rights Commission will certify women-owned businesses so that they may apply for city contracts. The Health Department has an office of Lesbian and Gay Health Concerns. The Police Department will take complaints on hate crimes and assaults, including rape.

If you are a parent and/or domestic partner:

You may file for domestic partnership at the County Clerk's office. City policy allows city workers to enroll domestic partners in city health plans on the same basis as married couples; children in a domestic partnership may also be enrolled. City policy also establishes family care leave, bereavement leave, and visitation rights at all hospitals. Check under the Redevelopment Agency for information on applying for low-interest loans to buy or rent housing as a domestic partner family. Check with the Child Care office to learn how to ensure that both parents may visit the child at child care centers. If you wish to adopt a child or become a foster parent, the Department of Social Services will help you establish eligibility (there is no discrimination against lesbian or gay couples or singles).

If you have a business:

Minority and women-owned businesses can be certified through the Human Rights Commission for the purpose of applying for city contracts. You may contact the Mayor's Office of Business and Economic Development for assistance with permits no matter what city department is involved. The Small Business Advisory Commission also has an office to assist small businesses. Look under various departments for information on how to lease space at such locations as the Port or the Airport.

If you are a community group:

The Mayor's Office of Community Development funds community-based organizations which provide services or assist in community empowerment. Both the Health Department and the Social Services Department have active contracting programs with community-based service groups. Grants for the Arts provides funding for community arts programs. A number of departments are involved in issuing permits for street closings, sound systems, and other needs.

The Big Picture

How San Francisco's Government has Developed

– The Charter

The Early Years (1776)

The region that was to become San Francisco was claimed by the Spanish explorer, Juan Bautista de Anza, in 1776. Juan Bautista de Anza, from Sonora, Mexico, placed two crosses on the newly claimed land. He placed the first cross at the southern entrance to the harbor which was to mark the site of the presidio. The second cross was placed three miles southeast which was to mark the site of Mission Dolores. Between the military and religious posts, the third element of the customary Spanish colony, the pueblo, developed.

The early settlement was called Yerba Buena. The settlement was ruled by Spain until Mexico achieved its independence in 1821.

From 1821 until 1846 the area was part of the territory of Mexico. Yerba Buena was administered by an *alcalde* (a combination mayor and chief justice) which was appointed by the Mexican military authorities headquartered in Monterey. There was a short period between 1834 and 1838 when an effort was made to form a local government consisting of an *ayuntamiento* (six-man council and an *alcalde*, however the village never attained the 4,000 residents that the Mexican Constitution required for this form of government.

In 1846, Captain Montgomery, United States Navy, took possession of Yerba Buena for the United States. Yerba Buena was renamed San Francisco in 1847. The newly renamed City again made an unsuccessful effort to establish self government based on the earlier *ayuntamiento* model. The 1847 council was noted for its inefficiency and for the loss of members to the rush to the gold fields. A second council was elected in 1848 and a third in 1849. The first and second councils refused to recognize the third council and the continuous squabbling brought things to a complete standstill. Alcalde John Geary in 1849 announced that San Francisco had "no money, no police and no public improvements."

Meanwhile, in Monterey, a convention met to write a state constitution and to form a legislature in preparation for California statehood.

From 1850 to 1931

California was admitted to the Union on September 9, 1850. The County of San Francisco had already been established by the Legislature of the self-proclaimed state of California seven months earlier in February 1850. The county boundaries included the area that is now San Mateo County. In April, the Legislature incorporated the city of San Francisco and enacted its first charter which established the Office of the Mayor and a two-chamber board of Aldermen.

The Legislature approved a second Charter for the City in 1851 which established a 12-man Board of Supervisors. The Board included the Mayor, eight aldermen and three members which were elected from the rest of the county. The old problems of corruption and inefficiency followed the new government which led to unsuccessful attempts to create a third Charter. A Citizen's Vigilante Committee was formed to deal with crime and public disorder.

In 1856 the Legislature passed the Consolidation Act which established the present boundaries of the City. This gave the City yet another Charter. This Charter unified the City and County of San Francisco which remains the only City-County¹ government in California. The new Charter called for a 12-man Board of Supervisors elected by District. The Board President was elected at-large and could only vote to break ties.

In 1861, the position of Board President was renamed Mayor. The new Charter again addressed the control of graft and corruption. The President of the board was charged to "vigilantly observe the official conduct of each supervisor, and of all public officers. . . and take note of the fidelity and exactitude, or want thereof, with which they execute their duties and obligations. . . ." The supervisors, in turn, were to observe the conduct of the public officials in their districts and to examine the books of those who collected and held public funds. Any discrepancies were to be reported to the President of the Board.

The new charter put so many strictures on local authorities that it made it difficult to accomplish the work which was necessary to run the

city. The Charter restricted local authority to the point that the City had to go to the state legislature for such a simple task as hiring a city hall janitor or a municipal gardener.

In the 1880s and 1890s several attempts were made to ratify a *home rule*² charter. This type of charter would allow the city to administer all aspects of its own city government. In 1898, the voters finally approved such a charter. The charter took effect in 1900 and provided for the office of Mayor and an at large elected 18-member Board of Supervisors. It also provided for the initiative and the referendum and introduced the civil service system.

The new Charter, although constructed with the best intentions, did not solve the problems of bribery and corruption which again flourished. There was no sound procedure for adopting a budget and authority was badly diffused.

The Charter After 1931

A new charter was needed and in 1931, a Board of Freeholders framed a new, highly detailed Charter. This Charter, which took effect in 1931, was designed to prevent the centralization of power and to provide clear lines of responsibility in the management of specific functions within the City government. This is the Charter which provides the structure for the present City government.

Under the new Charter, budgetary responsibility and appointive powers for City commissions

was the responsibility of the Mayor. The Mayor also appointed a Chief Administrative Officer (CAO) and a Controller both of which were required to be confirmed by the Board of Supervisors.

The CAO was created as an independent office to administer certain City departments. The Controller position was created to assume responsibility for the City's fiscal affairs. The power to initiate legislation and override mayoral vetoes was vested in the 11-member Board of Supervisors. The Board was explicitly prohibited from interfering in administrative matters.

Since it was put into effect, every effort to institute major revisions in the Charter has been rejected by the voters. This has not, however, prevented change in the Charter. At almost every election voters face ballot measures which propose amendments to specific sections of the Charter.

A Charter amendment may be put on the ballot by a majority vote of the Board of Supervisors. Citizens may use the initiative process to put Charter amendments on the ballot.

¹San Francisco is the only combined City and County within the State of California. Elected officials and City employees act simultaneously to carry out municipal and county matters.

²The legal concept of "home rule" applies to San Francisco today. The concept of home rule gives the City the right to enact laws in all areas that are not pre-empted by state law. When the City acts on a municipal matter which is not pre-empted by state law, the State may not interfere in the matter.





The VOTERS ELECT

All San Francisco City and County Officials are elected to 4 year terms in accordance with the Charter.

The table below shows the positions to be elected each year through the year 2000.

The numbers shown in the matrix below for the Board of Supervisors, Community College Board and the Board of Education represents the number of positions to be elected. If vacancies occur during the term the number to be elected would increase be the number of vacancies.

General elections are held on the 1st Tuesday after the 1st Monday in November. Primary elections are held on the 1st Tuesday after the 1st Monday in June.

Special elections may be called by the Board of Supervisors or through the initiative process.

Contact the Office of the Registrar of Voters, City Hall, Room 158 for additional information. Telephone 554-4375.

	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000
Mayor	Yes				Yes				Yes	
Supervisors		6		5		6		5		6
Treasurer			Yes				Yes			
Assessor				Yes				Yes		
College Board		4		3		4		3		4
Board of Ed.		4		3		4		3		4
District Attorney	Yes				Yes				Yes	
City Attorney			Yes				Yes			
Public Defender				Yes				Yes		
Sheriff	Yes				Yes				Yes	

The City and County judicial system operates under California State Law. Superior Court Judges (28 in number) and Municipal

Court Judges (20 in number) are elected to six-year terms. Vacancies are filled by appointment by the Governor.

Who Pays for it and How its Paid for

The City & County Budget

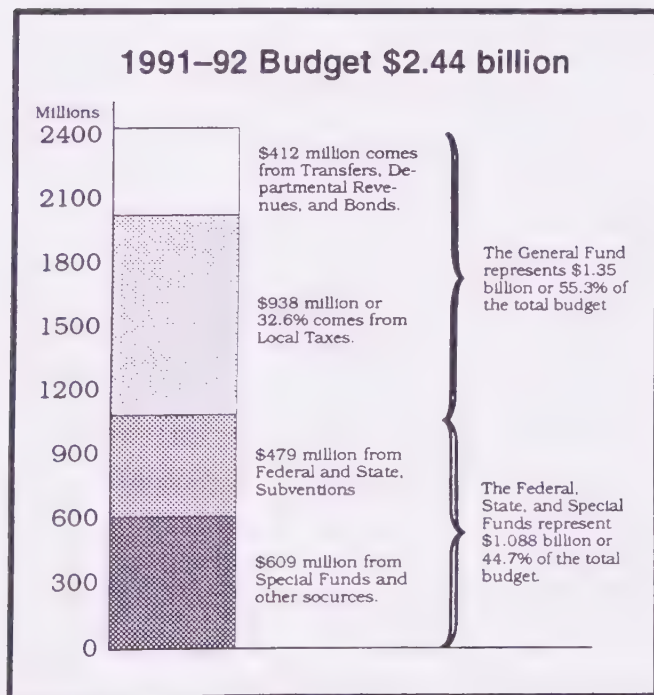
The Constitution of the State of California requires all cities to adopt a balanced budget.

The data which follows has been extracted from the Mayor's Budget Summary for fiscal year 1991-1992. Unless otherwise indicated, the figures are the Mayor's Recommended Standardized Budget data.

The budget is one of the best avenues to begin to understand how the city functions. It is particularly interesting to note the cost of running each of the Departments

INCOME

The City and County revenues comes from taxes, including property taxes, business sales, utility, and hotel; licensing fees; state and federal subventions; and revenue-producing departments.



General Fund Revenues

The 1990-1991 General Fund, which represents nearly 55.3% of the revenues for the City budget, comes from the following sources.

Revenues, Unallocated	\$936,365,000
Property Taxes	478,306,000
Business Tax	154,600,000
Sales Taxes	92,600,000
Motor Vehicle in Lieu	63,628,000
Utility User's Tax	28,000,000
Property Transfer	18,000,000
Parking Tax	23,500,000
Hotel Tax	20,600,000
Trial Court Funding	13,800,000
Earned Interest	14,000,000
State Tax Relief	6,272,000
Franchise Tax	6,279,000
Other Miscellaneous Revenues	16,780,000

Transfers	\$277,372,000
Social Security Subventions	186,357,000
Traffic Fines	56,677,000
Rec and Park Revenue Fund	8,880,000
Family Support (District Attorney)	5,577,000
Transfers (Recoveries) other funds	14,767,000
Hotel Tax (other)	4,512,000
Other Miscellaneous Transfers	602,000

Revenues, Departmental	\$107,667,000
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Transfers	\$25,000,000
Hetch Hetchy	11,000,000
Airport	14,000,000

Bond Contributions	\$2,169,000
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Prior Year Closing Balance	\$2,000,000
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Total General Fund Resources ... \$1,350,573,000

The Federal, State, and Special Funds represent 44.7% of the total budget. Federal and State laws restrict the use of these funds. When Federal and State budgets are cut, any losses in revenues from these sources have to be made up by the General Fund or services have to be reduced. Special funds include revenues generated by the port, airport, sewers, water and hospital fees.

Total Federal, State, Special Funds \$1,087,476,000

Total Resources/Revenues ... \$2,438,049,000

CITYWIDE NET BUDGETED REVENUES (INCOME) BY FUND

Shown below are Net Budgeted Revenues by Fund Group. Note that the General Fund figure is a net figure and does not include reserves and certain other items..

General Fund	\$1,319,077,000
Hotel Tax	54,401,000
Animal Control & Welfare	153,000
Off Street Parking	4,762,000
Special Rec. & Park Revenue Fund ...	16,633,000
Sheriffs Special Maintenance Fund	108,000

Other Special Revenue Funds	87,556,000
Federal Grant Fund Group	223,000
Debt Service Fund	41,083,000
Expendable Trust Fund	197,000
Pension Trust Fund Group	5,000,000
Airport Fund Group	180,464,000
Municipal Railway Fund Group	165,585,000
Water Department Fund Group	116,069,000
Hetch Hetchy Fund Group	64,470,000
San Francisco Harbor Fund Group	38,372,000
Clean Water Fund Group	105,403,000
Hospital Fund Group	158,045,000
Laguna Honda Fund Group	80,447,000

GRAND TOTAL \$2,438,049,000

EXPENSES

Expenditures go primarily for services and the operating costs of city departments.

EXPENDITURES BY CATEGORY AND OBJECT

City Budgeted Expenditures by Category and Object. Over 67.5% of the City budget goes to pay labor costs.

Labor Costs	\$1,554,434,000
Permanent Salaries-Misc	689,402,000
Permanent Salaries-Unif	156,511,000
Permanent Salaries-Craft	99,222,000
Permanent Salaries-Plat	84,249,000
Permanent Salaries-Nurses	78,007,000
Overtime	17,696,000
Holiday Pay	14,148,000
Ext Work Week	5,863,000
Differential Pay	441,000
Other Personal Services	781,000
Temporary Salaries	27,302,000
Fees & Other Compensation	7,174,000
Mandatory Fringe Benefits	340,019,000
Health Service-Subsidy	18,329,000
Health Service-Administrative Cost	1,845,000
Other Fringe Benefits	10,500,000
Other Fringe Benefits-RN	2,944,000
Overhead	\$42,788,000
Department Overhead	9,541,000
Division Overhead	27,172,000
City-wide Overhead	6,064,000
Contractual Services	\$430,662,000
Professional Services	37,303,000
Medical Services Contracts	107,347,000
Pro Svc-Prop J/CSC	11,486,000
EDP Svc-EISPC & Prop J/CSC	3,210,000
DP/WP Prof Svc Contract	3,574,000
DP/WP Equip Maint	8,936,000
Other Contractual Services	58,394,000
Local Share Grants	120,000
Use of Employee Cars	501,000

Travel	702,000
Training	1,587,000
Sewer & Sanitation Services	2,617,000
Other Services	33,627,000
Telephone	13,366,000
Entertainment & Promotion	506,000
Fixed Charges	43,904,000
Membership Dues	873,000
Rental of Property	27,658,000
Purchase-Resale	65,946,000
Elec Transmission Service Chg	9,004,000

Other Current Expenditures	305,316,000
Mat & Supplies	95,514,000
AFDC-General Assistance	93,762,000
AFDC-Special Services	50,000
General Assistance	42,819,000
Foster Care	47,179,000
Adoption Aid	3,413,000
Aid to Blind-Disabled	273,000
Special Circ Aid-Disability	100,000
Day Care Assistance	665,000
Home Contr Assistance	8,759,000
Refugees-Repatr Aid	3,000
Indo-Chinese Refugee	1,600,000
Food Stamp Support Service Assist	5,000
Gain Client Payments	165,000
Revolving Fund Increase	40,000
Program Project Budget	10,968,000

Judgments-Claims \$10,904,000

Facility Maint & Capital Projects	\$87,771,000
Facilities Maintenance Projects	22,590,000
Capital Improvements Projects	65,181,000

Equipment	\$23,192,000
Equipment Purchase	11,629,000
Equipment Lease/Purchase	11,563,000

Services of Other Departments	\$137,195,000
Police	4,234,000
Fire	55,000
City Attorney	47,000
Real Estate	815,000
Medical Service	1,012,000
Tax Collector	349,000
Electricity	703,000
Central Shop	9,701,000
Civil Service	92,000

Civil Service—Mgmt Training	126,000
Water Department	348,000
Central Shop	1,420,000
DPW Street Repair	650,000
Building Repair	7,962,000
Public Works—Street Cleaning	1,257,000
Public Works—Engineering	2,132,000
Registrar of Voters	9,000
Light, Heat & Power	46,071,000
City Planning	64,000
Juvenile Court	224,000
Toxics, Waste & Hazardous Mat Svc	488,000
Controller	999,000
Controller—Data Processing	18,214,000
Human Rights	623,000
Reproduction	1,027,000
City Mail Services	1,751,000
PUC	78,000

CAO—Insurance and Risk Reduction ...	5,629,000
Workers Compensation	20,691,000
Rec & Park Gardeners	180,000
Misc Departments	10,219,000

Interdepartmental Recovery **\$-377,714,000**

Debt Service **\$146,657,000**
Debt Service 146,637,000 || Loan Repayments | 20,000 |

Non Work—Order Serv to other Depts ... **\$41,139,000**
PUC Services 27,611,000 || City Attorney Services | 8,282,000 |
| Controller External Audit | 379,000 |
| Purchasing—General Office | 4,867,000 |

Grand Total **\$2,401,915,000**

EXPENDITURES BY DEPARTMENTAL PROGRAM BUDGETS

Shown below is the City and County of San Francisco **Departmental Program Budgets** for Fiscal Year 1991–1992. These figures are the Mayor's recommended standardized budget figures. These figures provide a frame of reference to better understand how money is distributed among the Departments. The Departments are grouped into 6 budget groups:

- Public Protection
- Public Works, Transportation and Commerce
- Human Welfare and Neighborhood Development
- Community Health
- Culture and Recreation
- General Administration and Finance.

PUBLIC PROTECTION GROUP

District Attorney **\$22,582,000**
Criminal and Civil Prosecution 13,931,000 || Family Support Program | 8,179,000 |
| Administration—General | 473,000 |

Public Defender **\$8,323,000**
Criminal and Special Defense 7,863,000 || Administration | 460,000 |

Sheriff **\$33,071,000**
Prisoner Custody 25,551,000 || Court Security & Process Service | 5,022,000 |
| Sheriff Administration | 2,498,000 |

Superior Court **\$20,290,000**

Municipal Court **\$21,144,000**

Juvenile Probation Department **\$15,864,000**
Juvenile Probation Services 5,800,000 || Juvenile Hall; Pre/Post Adjudication ... | 5,192,000 |
| Log Cabin; Long Term Detention | 1,804,000 |
| Administration | 3,068,000 |

Adult Probation **\$6,037,000**
Adult Probation Supervision 2,846,000 |

Pre-Sentencing Investigation 1,574,000 || Administration | 1,617,000 |

County Clerk **\$5,300,000**

Fire Department **\$151,765,000**
No Defined Program 65,000 || Work Orders | -65,000 |
Unassigned Title	2,063,000
Fire Suppression	132,041,000
Fire Prevention	4,237,000
Fire Investigation	1,504,000
Fire Support Services	4,638,000
Bureau of Training	1,729,000
Administration	6,366,000

Police Commission **\$188,842,000**
SFPD—Investigations 32,939,000 || SFPD—Communications | 7,437,000 |
SFPD—Crime & Photo Labs	3,2995,000
SFPD—Property & Evidence Control ...	2,049,000
SFPD—Dept Wide Support & Admin ...	15,388,000
SFPD—Vehicle Fleet Maint & Mangmt ...	3,193,000
SFPD Training	3,673,000
SFPD—Community Services	354,000
SFPD—Commission & Chiefs Office ...	5,222,000
SFPD—Consent Decree	1,225,000
Office of Citizens Complaints	1,175,000
Senior Escort Service	2,135,000
SFPD—Patrol	92,648,000
SFPD—Specialized Patrol	6,130,000
SFPD—MUNI RR Protection	2,826,000
SFPD—Traffic Enforcement	9,148,000

County Agriculture—Weights & Measures .. **\$740,000**
Farmers' Market 184,000 || Ag Weights & Measures Inspection | 556,000 |

Medical Examiner/Coroner **\$2,778,000**

Animal Care and Control **\$1,987,000**

Public Administrator/Guardian **\$2,075,000**

Protection Group Total **\$481,132,000**

PUBLIC WORKS, TRANSPORTATION AND COMMERCE GROUP

Airport	\$165,448,000
Hetch Hetchy Project	\$52,939,000
Municipal Railway	\$268,897,000
MUNI-Operations	135,312,000
MUNI-Equipment Maintenance	86,535,000
MUNI-General Management	47,051,000
Parking & Traffic Commission	\$27,123,000
Permit Appeals	\$263,000
Port	\$33,118,000
Public Utilities Commission	\$0
Services	27,454,000
PUC-Work Order Recovery	-27,454,000
Water Department	\$62,850,000
PUC Light and Power	\$4,401,000
Electricity	\$5,865,000
Telecommunications	2,542,000
Public Safety Wire Communication	1,825,000
Radio Electronic Communication Ser ..	1,067,000
Administration and Support	1,223,000
w/o Recovery-Dept. of Electricity	-792,000
Public Works	\$143,567,000
Clean Water Operations	38,335,000
Southeast Community Facility	460,000
Architectural Consultation Service	21,000
Building Inspection Services	18,212,000
Maintenance & Operation of Buildings ..	6,557,000
Engineering	2,268,000
Water Pollution Control Operations ...	45,285,000
Pretreatment & User Charge	4,728,000
Street Cleaning & Urban Forestry	13,735,000
Street Repair	6,146,000
Sewer Repair	7,669,000
Earl P. Mills Community Facility	150,000
PW, et. al. Group Total	\$764,470,000

HUMAN WELFARE AND NEIGHBORHOOD DEVELOPMENT GROUP

Commission on Aging	\$12,066,000
Human Rights Commission	\$1,775,000
Social Services	\$280,168,000
Aid to Families with Depend Children .	99,603,000
General Assistance	49,085,000
Food Stamps	4,381,000
Medi-Cal	5,213,000
Boarding Homes & Institutions	48,414,000
Family & Child In-Home Services	4,128,000
Adult IHSS	8,862,000
Family & Children Services	14,780,000
Adult Services	4,818,000
Refugee Resettlement Program	2,041,000
DSS Central Management	15,112,000
DSS Support Services	21,330,000

Staff Training and Development	1,073,000
Program Evaluation and Support	-44,000
Homeless Emergency Services	1,371,000

Commission on the Status of Women	\$773,000
Commission	612,000
Family Support Program	161,000

Rent Arbitration Board	\$1,464,000
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Human Welfare Group Total .. \$296,247,000

COMMUNITY HEALTH GROUP

Public Health Central Office	\$65,240,000
Public Health AIDS	10,982,000
Health Centers	19,295,000
Family Health	2,682,000
Communicable Disease Prev & Control ..	3,963,000
Environmental Health	7,417,000
Laboratory Services	1,764,000
Emergency Medical Services Agency	683,000
Records & Community Statistics	126,000
Projects Administration	22,000
General Admin & other Support Serv. .	4,872,000
Administration	13,434,000

Laguna Honda Hospital	\$93,560,000
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San Francisco General Hospital	\$232,405,000
Acute Operations	200,868,000
Psychiatric Services	18,245,000
Methadone Clinic	1,071,000
Emergency Medical Services	12,221,000

Community Mental Health	\$97,485,000
Forensic SVCS-Medical	9,982,000
Forensic SVCS-Psychiatric	1,607,000
CMHS Bus & Operations Support	5,378,000
CMHS Children's	9,549,000
CMHS Geriatrics	13,108,000
CMHS Adult Acute	16,400,000
CMHS Adult Community	23,799,000
Alcohol Programs-Drug Admin	83,000
CSAS Administration	17,244,000
CMHS Central Management	336,000

Health Group Total **\$488,690,000**

CULTURE AND RECREATION GROUP

County Education Office	\$371,000
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Art Commission	\$1,592,000
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Public Library	\$20,018,000
Library Direct Services	16,370,000
Library Acquisitions	2,539,000
Library Management	1,109,000

Recreation and Park Commission	\$60,227,000
Maint & Op of Golden Gate Park	24,274,000
Maint & Op Neighborhood Parks	338,000
Development & Planning	1,598,000
Rec Activities & Community Servs	12,309,000
Structural Maintenance	897,000
Maint & Op of Yacht Harbor	1,093,000
Family Camp Ops-Camp Mather	573,000

Maint & Op of Golf Courses	2,882,000
Maint & Op of Stadium/Candlestick ...	6,719,000
Zoo Operations	5,634,000
Admin-Business Office	6,258,000
Work Orders	-2,286,000
War Memorial O & M of Facilities	\$5,356,000
Academy of Sciences	\$1,699,000
Fine Arts Museums	\$4,372,000
Asian Art Museum	\$1,352,000
Law Library	\$203,000
Convention Facilities Management	\$27,587,000
Administration	22,145,000
Convention & Visitors Bureau	5,442,000
Culture & Rec Group Total	\$122,777,000

GENERAL ADMINISTRATION AND FINANCE GROUP

Board of Supervisor	\$5,670,000
Citizens Telecom Policy Committee	105,000
Board of Supervisors	5,324,000
Assessment Appeals Board	129,000
Delinquency Prevention Board	112,000
Assessor	\$6,933,000
Real Property	2,575,000
Personal Property	2,158,000
Technical Services	837,000
Administration	1,363,000
City Attorney	\$6,162,000
Treasurer-Tax Collector	\$11,474,000
Treasury	935,000
Investment	329,000
Property Tax	1,287,000
Business Tax	3,083,000
Audits	1,034,000
Licensing	895,000
Delinquent Revenue	3,155,000
Departmental Management	756,000
Controller	\$15,014,000
EDP Production	9,655,000
Programming & Systems	6,234,000
Work Order Recovery - DP	-18,291,000
Payroll/Personnel	4,614,000
Financial Services	7,882,000
Internal Audit	1,217,000
Management	1,300,000
EDP Administration	2,403,000
Mayor	\$6,085,000
Criminal Justice	344,000
Economic Development	983,000
City Administration	4,758,000
City Planning	\$6,600,000
Plans and Programs	1,336,000
Implementation	4,207,000
Department Management	1,057,000
Civil Service	\$7,638,000

Health Service System	0
Membership	966,000
Medical Claims	1,089,000
Administration	420,000
Unassigned Title	-2,475,000
Retirement System	\$8,492,000
Retirement Services	3,559,000
Workers Comp	3,518,000
Investments	955,000
Administration	460,000
Chief Administrative Officer	\$53,286,000
No Program Defined	54,000
Publicity and Advertising	9,248,000
Chief Administrative Officer	1,051,000
Bond Interest Redemption	42,752,000
Other Responsibilities	170,000
Real Estate	\$2,214,000
Administration	350,000
Other Responsibilities	1,864,000
Recorder	\$1,439,000
Registrar	\$3,755,000
Purchaser	\$2,872,000
Procurement Services	1,601,000
City Auto Purchases	127,000
Storekeeping Services	223,000
Management/Administration	921,000
General City Responsibility	\$23,194,000
Environmental Health	408,000
Administration	100,000
Applicant Services	183,000
EDP Production	4,611,000
General City Responsibilities	17,892,000
Administration Group Total ...	\$160,827,000

GRAND TOTAL **\$2,314,144,000**

CITY EMPLOYEES

The City employs just under 25,000 people on a full-time basis. Nearly 72% of these people work for one of 10 departments. Listed below is the number of positions by department as shown in the Fiscal Year 1991-92 Budget. The Figures shown are the Mayor's recommended figures. Departments with more than 100 employs are listed by number of employees from the highest to lowest.

CITY EMPLOYEES BY DEPARTMENT

Municipal Railway	3,333
San Francisco General Hospital	2,835
Police Commission	2,471
Public Works	1,839
Laguna Honda Hospital	1,609
Fire Department	1,604
Social Services	1,276
Airport	1,060
Recreation and Park Commission	924
Public Health Central Office	820
Community Mental Health	602

Sheriff	530
Water Department	515
Parking & Traffic Commission	504
Controller	426
Public Library	354
Public Utilities Commission	314
District Attorney	311
Municipal Court	293
Purchaser	278
Juvenile Probation Department	278
Port	247
Hetch Hetchy Project	188

Superior Court	185
City Attorney	181
Treasurer-Tax Collector	166
Civil Service	128
Adult Probation	125
Assessor	116
County Clerk	113
City Planning	111
Public Defender	107
Retirement System	102
All Other Departments	836
TOTAL CITY & COUNTY EMPLOYEES	24,781





Getting around City Hall

THE MAYOR

City Hall, Room 200

Art Agnos, <i>Mayor</i>	554-6141
Cyr Copertini, <i>Administrative Secretary to the Mayor</i>	554-6141
Claude Everhart, <i>Deputy Mayor & Chief of Staff</i>	554-6119
Scott Shafer, <i>Press Secretary</i>	554-6148
Samuel D. Yockey, <i>Director of Finance</i>	554-6118

The Mayor is the chief executive officer of the City and County. The Mayor enforces all laws relating to the City and County and submits the annual budget to the Board of Supervisors for adoption. The Mayor appoints members of most boards and commissions, has a seat

but no vote, and is responsible for the performance of all departments under their direct supervision.

The Mayor has a seat, but no vote, on the Board of Supervisors. The Mayor has veto power over ordinances and resolutions passed by the Board.

Agencies in the Mayor's Office

BUSINESS & ECONOMIC DEVELOPMENT, MAYOR'S OFFICE OF

100 Larkin Street, San Francisco, CA 94102

James Ho, <i>Director</i>	554-8930
Redevelopment Agency Small Business Loan Program	749-2400

The Mayor's Office of Business and Economic Development (MOBED) fosters and promotes San Francisco's economic vitality and responds directly to the business community's needs in both the local and international arenas.

Many new services have been introduced during the Agnos administration. Artists and community-based arts organizations are assisted by the Arts Liaison. A new One-Stop Shop assists businesses in obtaining

permits and a variety of new loan programs have been introduced.

Mayor's Office of Business & Economic Development (MOBED) Programs

The One Stop Shop

MOBED provides a wide range of assistance and information and personalized services to existing businesses and start-ups, including:

Site Location Assistance
 How To Guides and Technical Assistance
 City Department Consultants on Location
 Economic and Market Information Services
 Seminar Programs
 Centralized Referral Services
 Permit expediting assistance

If you wish to be on MOBED's mailing list for seminar programs and City Department Consultation schedule call: 554-8930.

Financing Programs

MOBED offers a variety of below market financing programs for business expansion and development, including:

City Small Business Loan Program

This program is intended for existing small businesses seeking to expand or enhance operations and hire new employees. Loans may be used to fund up to one-third of a projects cost but cannot exceed \$50,000.

San Francisco Redevelopment Agency Small Business Loan Program

This program is intended for entrepreneurs wishing to conduct business in designated redevelopment areas who have a documented record of success, sound credit history, etc. Loan amount cannot exceed \$50,000 or \$100,000 with a companion loan. For more information call the Urban Economic Development Corporation: 923-0105.

24th Street Facade Improvement Program

This program is intended for merchants located on 24th Street between Valencia and Utah Streets who are seeking to enhance their store's facade. Loan amount cannot exceed \$10,000. For more information telephone Mission Economic Development Association: 282-3334

Industrial Development Bonds

These are tax-exempt bonds for light industrial businesses seeking to expand or enhance operation, or locate in San Francisco. Maximum amount of financing — \$10 million. The structure is most attractive for \$5-\$7 million issues. For more information call MOBED.

INDUSTRIAL DEVELOPMENT AUTHORITY

Members	Term	Meets
5 nominated by Mayor and appointed by the Board of Supervisors. Compensation: None.	3 years	1st Thursday, 3:00 p.m., 100 Larkin St.
Authority	State Law. Gov. Code, Sec. 91500 et seq.	
Removal	May be removed by Bd of Supervisors.	

Small Business Administrative Loans (7A)

A guaranteed loan program intended for existing businesses or start-ups with 30-40% equity. Loan amounts are unlimited, depending on borrower credit worthiness. For more information call MOBED.

MOBED subcontracts with three Neighborhood Economic Development Organizations who provide loan packaging, management assistance, help with bidding on contracts, classes, seminars and other services:

Asian Inc.
 1670 Pine Street
 San Francisco, CA 94109
 Telephone: 928-5910

Mission Economic Development Association
 2601 Mission Street, 9th Floor
 San Francisco, CA 94110
 Telephone: 282-3334

Urban Economic Development Corp.
 1426 Fillmore Street, Suite 205
 San Francisco, CA 923-0105
 Telephone: 923-0105

Additionally, the Self-Employment & Enterprise Development Program (SEED), administered through the Mayor's Office of Community Development, offers below-market loans, up to \$5,000, to assist in start-up operations for graduates of approved Technical Training Programs. For more information call Career Resources Development Center: 775-8880.

International Business Services

During the Agnos administration, MOBED has developed new programs and services for San Francisco firms looking to enter an export market or to expand their current export markets, including:

Networking: MOBED can act as your liaison with other Bay Area organizations which can assist you with your business plans and enhance your international operations.

Information: MOBED can provide information and advice on import/export issues and other problems associated with international trade. MOBED has published, *Getting Into Exports: A Small Business Handbook for Going International*.

Protocol: MOBED will gladly arrange meetings with local officials for your foreign client in order to ensure that he/she understands that your business proposition is supported locally and that the San Francisco Bay Area is an active, vibrant export center.

Expediting: MOBED offers assistance in working your way through the City's regulatory procedures in order to facilitate your export program.

New Initiatives and Programs

Under the Agnos administration, MOBED has taken on new responsibilities and developed several new programs, including:

Film Commission: Offers centralized film permitting; coordination of city services; liaison between

production companies and neighborhoods and/or merchants; information for the local and national film community; marketing of San Francisco as a filming location and production center; photo library.

Call Robin Eickman: 554-6144.

FILM AND VIDEO ARTS COMMISSION

City Hall, Room 200

Executive Director 554-6144

Members	Term	Meets
11 appointed by the Mayor. Up to 5 appointees may reside outside the city.	4 years	2nd Monday, 2:30 p.m., 401 Van Ness Ave. Room 110-B.
Appoints	Secretary to Commission.	
Authority	SF Admin Code, Sec.	
Removal	None Specified.	

The Film and Video Arts Commission promotes San Francisco as a filming location to the national industry, and interface with City Departments and neighborhood organizations to facilitate production when film activity takes place.

The Director of the Commission is responsible for the issuance of Use Agreements for filming on City property, and coordination of City services. The Director also acts as a liaison between the local and national production community, neighborhood and merchant associations, craft guilds and unions, other State and City Film Commissions, and all City Departments. The Film Commission maintains a location photo library for use by production companies, and produces a production brochure that includes information needed for filming in San Francisco.

Mayor's Arts Liaison: Serves as an information center for City sponsored arts and culture departments; offers technical assistance for non-profit arts events; provides referrals for profit and non-profit arts and culture funds and technical assistance referral for artists and arts organizations in marketing, promotion, legal and other organizational activities; provides job listings for the arts; serves as media contact for local, national and international arts issues. Call Margie O'Driscoll: 554-8930.

Enterprise Zone: Recently, San Francisco successfully competed for designation as a State Enterprise Zone for the following areas: South Bayshore, Mission District, South of Market, Mission Bay, Potrero Hill, Tenderloin, Chinatown, Western Addition and the Haight Ashbury. Businesses located or willing to locate in the Enterprise Zone can receive a variety of economic incentives, including: State tax credits, free business services and special financing programs. Call Luis Espinoza at MOBED: 554-8930.

Industry Promotions: MOBED works with targeted industries to assist in promotional efforts. Recent promotional programs have included: print and graphic design, advertising, publishing, garment and fashion industry.

Ambassador Program: A public/private partnership aimed at attracting and retaining business.

MOBED recognizes that businesses have individual and sometimes unusual requirements which may require unique solutions. They take pride in being able to tailor solutions to your requirements. If they doesn't know the answer to your questions, they will work to find out. If the service or resource you need are not available through MOBED, they will work to tell you where to find it. If what you ask can't be done, they will tell you why and suggest alternatives. If you have a business-related problem of any sort and have been frustrated in your attempt to get it resolved or don't know who to ask, call MOBED.

SMALL BUSINESS ADVISORY COMMISSION

Members	Term	Meets
11 appointed by the Mayor.	4 years	2nd Thursday, 5:00 p.m., 100 Larkin St.
Appoints	Secretary to Commission.	
Authority	SF Admin Code, Sec.	
Removal	None Specified.	

This Commission has held hearings on HIV issues for small businesses, and can help small businesses negotiate their way through the city bureaucracy.

The Small Business Advisory Commission (SBAC) acts as a liaison between City government and San Francisco small businesses. The Commission is a clearinghouse for information about doing business in the City.

Members of the Commission are small business owners and have first-hand knowledge of the needs and concerns of small business operators. They work with the Commission staff to promote the interests of small business within City government.

To assist business enterprises, the Commission cooperates with merchant groups and local or national business organizations to make workshops, newsletters, public hearings, and trade or promotional events available to the city's business community. The SBAC advises individuals who are trying to start a small business on the various permits and licenses necessary to operate in the city. Additionally, the Commission provides information for support services and small business incubators that can help with start-up capital. One of the Commission's primary projects is the Green Ribbon Panel which seeks to provide ideas and programs that help small businesses operate in an environmentally efficient manner.

The Small Business Advisory Commission was the first city agency to hold public hearings on the effects of HIV in the small business work place and the impact AIDS and HIV have had on small businesses. The commission heard testimony from small business owners and employees about their concerns and frustrations. Small businesses have had substantial insurance premium increases due to the impact of HIV and AIDS in San Francisco.

It has been a goal of the Commission to foster responsible actions on the part of business owners in relationship to employees who may be of a different race, ethnic group, religion, sexual orientation, or

otherwise different from the owner.

The SBAC has increased its visibility and participation in the forming of city policy. The Commission has also overseen the publication of the book "Getting Business Started" which is a valuable resource for anyone starting a business. The SBAC was instrumental in getting areas of San Francisco designated as Enterprise Zones which enables small businesses to qualify for government help when establishing businesses in those areas.

The SBAC has committees which are open to small business owners. These include a Legislative Committee, a Green Ribbon Panel and a Media Committee.

CHILDREN, YOUTH AND THEIR FAMILIES, MAYOR'S OFFICE OF

10 United Nations Plaza, Suite 480
Telephone: (415) 554-8990
FAX (415) 554-8769

Rita Boyle, Director 554-8990

The Mayor's Office of Children, Youth and Their Families was established in 1989 to provide a mechanism for cross-departmental and inter-agency coordination and collaboration in policy, planning and improvement of services to children, youth and families in San Francisco

In addition to this coordinating mechanism, MOCYF also sponsors the locally funded Mayor's Youth Employment and Education Program (MYEEP).

Responsibilities of the Office

- (a) provide leadership in encouraging cross-departmental coordination and collaboration among four key "children-serving" city departments (the Departments of Juvenile Probation, Public Health, Recreation and Park, Social Services) plus the San Francisco Unified School District;
- (b) develop and implement a neighborhood based effort to encourage collaborative planning among public and private service providers, parents and youth which will result in better integration or coordination of services at the neighborhood level;

- (c) facilitate coordination among staff in the Mayor's Office who work on children, youth and families issues and programs;
- (d) serve as an inception point for children and youth related programs which are based on inter agency collaboration and which ultimately find sponsorship within appropriate departments(s). The Robert Wood Johnson Foundation funded "Family Mosaic Project" which coordinates services for seriously emotionally disturbed children, now housed in the Department of Public Health, is an example.

The Mayor's Youth Employment and Education Program provides work experience and training opportunities for 400 low income youth ages 14-18 years. Eleven community based organizations serve as contractors to implement this program at a neighborhood level. For more information on this program, call 554-8990.

Priorities for MOCYF are established through its Inter Agency Council, which includes a commissioner and department head from four city departments (Juvenile Probation, Public Health, Recreation and Park, Social Services) plus the San Francisco Unified School District, in addition to five community representatives and three youth representatives.

CITIZEN ASSISTANCE CENTER, MAYOR'S

City Hall, Room 160

Anita Sanchez, Director 554-7111

The Mayor's Citizen Assistance Center provides information and services to constituents experiencing problems with city departments and programs.

Service is provided to all without charge between the hours of 8:30 a.m. to 5:00 p.m. Monday through Friday.

Bilingual in Spanish and Tagalog. Translation resources are being sought for other languages.

The Citizen Assistance Center fields informational questions such as;

- a) inquiries about governmental offices or processes,
- b) requests for assistance with agencies dealing with specific areas of concern and
- c) tourist and student questions about the City, government buildings, transportation and so on.

The Center responds to requests for service by;

- a) assisting citizens requesting specific results through the influence of the Mayor's Office,
- b) providing more efficient service from city agencies and offices, and
- c) explaining resources available to citizens of the City

The Center also collects and analyzes opinions and comments by;

- a) receiving and tallying opinions for the mayor about issues of current concern or interest, and
- b) receiving comments about city agencies, compliments or complaints about city employees and suggestions on city problems or concerns.

EMERGENCY SERVICES & COMMUNITY SAFETY, MAYOR'S OFFICE OF

City Hall, Room 159

Gayle Orr-Smith, <i>Director</i>	554-6560
Office of Emergency Services	554-6556
Public Safety	554-6560
Gang Prevention	554-6994

A new Emergency Command Center is being built. During an emergency, activities are coordinated at the Emergency Command Center under the Mayor's direction.

The emergency response agencies are Fire, Police, Health, Department of Public Works, the Water Department, Utilities, the Department of Electricity and Telecommunications, and MUNI, each of which have 24-hour a day operations.

The Office of Emergency Services also is the primary link to state and federal resources and coordinates all mutual aid after a disaster.

Multilingual earthquake safety information is now available in written and video formats. In 1990-91, an estimated 2,000 individuals in the city received basic earthquake safety training. Neighborhood groups have completed a draft neighborhood earthquake plan.

The Public Safety sector of this office provides staff and support for the Mayor's Criminal Justice Council, the Drug Symposium Task Force and the Driving Under the Influence Task Force.

Currently Public Safety administers \$4 million in A.B. 90 community agency grants, implements service programs at target sites selected by the Drug Symposium Task Force, organizes and administers the Mayor's Team Summer Youth Employment Program and manages and staffs a \$2.5 million Gang Prevention Program which employs street workers and case management techniques to provide recreation, education and other programs for at-risk youth between 11 and 14 to provide alternatives to gang membership. Public Safety also administers a \$7 million City wide Community Partnership Grant to prevent alcohol and drug abuse through neighborhood empowerment and a Youth Forum.

EMPLOYEE RELATIONS DIVISION

1390 Market Street, Suite 250

Maggie Jacobsen, <i>Director</i>	554-8723
Angelo Figueroa, <i>Whistleblower Program</i>	554-8722

The Employee Relations Division (ERD) is responsible for negotiating contracts, meeting and conferring on Memorandum of Understandings (MOUs), ordinances, charter amendments, handling grievances, and development of employee relations policies affecting all City employees. ERD responds to complaints from both represented and non-represented employees and coordinates with the Civil Service Commission on personnel matters that impact upon the terms and conditions of employment. ERD is also responsible for

making bargaining unit designations and maintaining agency shop agreements.

The Division chairs a number of task forces, including a Workers Compensation Task Force which is drafting rule changes to expand employees' opportunities to work in a limited duty position so that they are not forced to remain entirely outside of the work force as they return to full health.

The Employee Relations Division participated in the meet and confer sessions with employee organizations that established the expansion of city worker health benefits to include domestic partner eligibility.

Whistleblower Program

This program is one avenue by which city employees and officials are held accountable for their mistreatment and/or harassment of other city workers.

The Whistleblower Program (Improper Government Activities Office) investigates violations of city, state or federal laws by City employees. The program is designed to help the City save money, protect its property, build public trust and confidence and correct harmful and improper government activities.

Improper activities include economic waste, fraud, bribery, theft, sexual and racial harassment, misuse of City property and unfair employment practices.

The identity of persons reporting alleged improper government activities is kept confidential to the extent necessary to conduct an adequate investigation.

The 1989 ordinance that established the Improper Government Activities Office prohibits acts of reprisal or retaliation against individuals who report allegations of misconduct.

Questions and Answers

Who can report allegations of improper government activities?

Anyone, as long as the allegations involve a City of San Francisco employee, department, commission or board.

Does the person making the allegation have to identify themselves?

No. A report can be filed with the office anonymously via telephone or in writing. Of course, individuals can also file in person after setting up a meeting with the program's investigator.

What can happen to someone who retaliates against a person filing an allegation with the Improper Government Activities Office?

A person who intentionally engages in acts of retaliation against individuals disclosing improper government activities may be personally liable for judicial action brought by the offended party for civil damages not to exceed five thousand dollars (\$5,000). If the individual is a city employee, he/she can also be subject to disciplinary action in accordance with the City Charter.

HOUSING AND COMMUNITY DEVELOPMENT, MAYOR'S OFFICE OF

10 United Nations Plaza, Suite 600

Brad Paul, <i>Director</i>	554-8777
Office of Housing	554-8777
Office of Community Development	554-8755
Office of Child Care	554-8990

New rules were adopted in the Agnos administration which now allow domestic partners to qualify for housing loans on the same basis as married couples.

Community groups may apply for community development funds through this office.

You may receive information on how to obtain child care, and to ensure that those you wish to have access to your child at a child care center may do so, including domestic partners.

OFFICE OF HOUSING

The Mayor's Office of Housing works with other City agencies and the public to develop policies and laws which influence or encourage affordable housing. It also administers several housing programs and local housing funds.

Housing Programs include:

Rehabilitation Loans. These funds are available to low-income elderly homeowners; to apartment owners for the renovation of low cost units; and for the preservation of board-and-care and group homes.

Funding for homeless shelters and transitional housing.

New construction grants and loans provide funding for land acquisition, predevelopment planning and feasibility studies, design work and consultation and, with nonprofit developers, creates new rental and ownership housing.

First Time Home Buyer Programs include the initial occupancy of new rental and ownership housing (such as the Parkview Commons lottery) and the ongoing administration of resale regulations. The City monitors the resale of both designated condominiums (converted

apartments) and townhomes (built with City funds) to ensure their continued accessibility to low and moderate income households. Monitoring methods include setting below market rate prices on the condominiums and offering loans to buyers of the market rate townhomes.

Pending Programs include

Mission Bay. This development will include 2,300 units of affordable housing.

Inclusionary Affordable Housing units. The Planning Commission requires that all new residential developments include at least ten percent affordable units. Together with the Planning Department, the Mayor's Office of Housing negotiates with developers in order to ensure the implementation of this policy.

Questions & Answers

How can I (we) qualify to buy a townhome or condominium?

To qualify as a moderate income household, you need to earn less than 120% of the area median income. Currently (1991), the limits are \$41,950 for one person;

\$47,901 for two; \$53,900 for three; and \$59,900 for four. Some units are set aside for low income households; these limits are \$27,950, \$31,900, \$35,900, and \$39,900, respectively. Some townhomes are available to any size household earning no more than \$59,900.

Will the City give me financial assistance to buy a home?

If you purchase a townhome or cooperative at market rate, you may apply to the City for an equity share loan (land lien). This loan is repaid when the property is sold. The amount of the loan depends on the sale price of the unit, the current land lien, and your income and assets.

My domestic partner and I would like to buy a City-sponsored unit. Are there restrictions on the kinds of "households" that may participate?

The definition and structure of a household is left up to the program participants. Domestic partners receive the same financial benefits as do spouses when assuming City loans or transferring ownership of property.

OFFICE OF COMMUNITY DEVELOPMENT

The Mayor's Office of Community Development (MOCD) is the city agency responsible for the administration of federal Community Development Block Grant (CDBG) funds. CDBG funds are used to support decent housing, expand economic opportunities and improve the physical environment for low and moderate income San Franciscans.

The purpose of the Community Development Block Grant program is to:

- Increase and preserve affordable housing;
- Improve the neighborhood environment;
- Foster entrepreneurial ventures designed to increase financial stability for nonprofit organizations;
- Provide training and loan support to new businesses to enhance and expand economic opportunities; and
- Fund nonprofit neighborhood and citywide organizations to provide needed community services to low and moderate income San Franciscans.

During 1991, the Mayor's Office of Community Development distributed more than \$18 million dollars to over 100 nonprofit organizations serving low and moderate income San Franciscans. MOCD has provided funding to rehabilitate community centers, renovate family day care homes, plant neighborhood gardens, paint community murals, help start small businesses, support shelters for battered women and homeless, fund health care, legal, educational and job training and placement services for those in need. The available budget for our 1992 programs is expected to be about the same as that in 1991.

Many lesbians and gay men throughout the City utilize a variety of CDBG-funded services. The Community Development Block Grant funds have also been used to support programs primarily benefiting low/

moderate income lesbians and gay men, and people with AIDS/HIV. For example, the Mayor's Office of Community Development has used CDBG funds to renovate the Women's Building, install wheelchair ramps at Shanti housing sites, help build Continuum—an adult day health care center for people with AIDS, support direct services provided by Lyon-Martin Health Clinic and Operation Concern, and co-sponsor a planning project with the AIDS Office, and the Black, Latino, American Indian and Asian/Pacific Islander AIDS coalitions.

Competition for CDBG funding, particularly for direct service support, is stiff, but MOCD staff are available for technical assistance and advice throughout the year. Community Development Block Grant funding decisions are made only once per year.

The general timetable for the application, review and decision making process is as follows:

May: Public hearings held throughout the City by the Citizens' Committee on Community Development (CCCD) on the next year's CDBG program priorities.

June: Announcement made requesting proposals for CDBG funding; Technical assistance workshops held for those interested in applying for CDBG funds; Distribution of proposal application packages begins.

July: Proposals due; Review process by CCCD and MOCD staff begins.

September: CCCD submits funding recommendations to Mayor; Publication and distribution of the Community development Program and Comprehensive Housing Affordability Strategy (CHAS).

October: Public hearing held by Mayor and LCCCD on the Community Development Program and CHAS; Program submitted to Board of Supervisors.

November: Board of Supervisors review and approval of program.

December: Final program submitted to HUD by Mayor for approval.

The twenty three member Citizens' Committee on Community Development plays a key role in setting the direction for community development priorities, and making funding recommendations to the Mayor and the Board of Supervisors. The CCCD is a diverse and representative body of San Francisco's population; the members are appointed by the Mayor. While not a Charter Commission, under Mayor Agnos the CCCD has been given similar authority and independence. Anyone interested in serving on the CCCD should apply to the Mayor's office. The only prerequisite is a

commitment to ensuring that San Francisco remains affordable and accessible for low and moderate income people throughout the neighborhoods.

The Mayor's Office of Community Development has also taken on other responsibilities during the Agnos administration. Through the Mayor's Office of Childcare, MOCD is responsible for developing and implementing local childcare strategies. MOCD also is responsible for administering the Community Partnership Grant, a federal substance abuse prevention project which provides resources for neighborhood based organizing efforts. Additionally, MOCD coordinates the City's share of the Federal Emergency Shelter Grant Program, which provides operating and capital funds to local organizations serving the homeless.

Office of Child Care

The San Francisco Mayor's Office of Child Care, established in 1979, was one of the first such local child care offices in the nation. The office was created to facilitate communication and coordination between existing child care programs; to promote the continued growth and availability of local child care services; to advocate in matters affecting child care on the local, state and federal government levels, as well as in the private sector; to evaluate information relating to child care; and to recommend priorities for the development of a full spectrum of services. The MOCC also provides access for public expression of concerns through a 19-member Mayor's Advisory Council on Child Care.

The City and County of San Francisco is engaged in six basic types of child care activity: land use and building regulation of child care facilities; inclusion of child care facilities in new development; expansion of employer-supported child care; technical and financial assistance to existing child care programs; direct provision and purchase of services; and citywide planning and coordination of child care efforts. A collaborative effort under the leadership of the Mayor's Office of Child Care, the Child Care Law Center and the City Planning Department has undertaken the San Francisco Child Care Planning Project, which develops uniform data-gathering systems to support the above listed basic type of child care activity.

Questions & Answers

How can I become a child care provider?

In California, licensing of child care centers and family day care homes is handled by Community Care Licensing State of California embodied in Title 22 of the

Care Licensing Manual for Child Day Care. Requirements for staff are also embodied in Title 22. (The State Department of Social Services [SDSS]). You may contact SDSS at 266-8800.

How do I locate a child care provider?

The best way to contact a child care provider is through the Local Resource and Referral Agency (R&R's). In San Francisco there are two: The Children's Council, 1435 Market Street, 94103, telephone 864-1881, and Wu Yee Children's Services, primarily serving the Asian community. You may reach Wu Yee, 777 Stockton Street, #202, 94108, telephone 391-8993. R&R's are state funded and also receive limited funds through the Mayor's Office of Community Development and other sources. Available through the Mayor's Office of Child Care is an excellent guide entitled Guide to Services for Children, Youth and Families in San Francisco. It is published by the Children's Council. This guide includes a section on services for gay youth.

Do I have access to my lover's child in child care?

The practice in child care centers generally is to have the parent or guardian provide a list of authorized representatives who are allowed to visit or pick-up a child. This authorization should be made in writing. Such policy should provide access to your lover's child if he or she as the "enrolling parent" has authorized you to pick-up the child. It is also possible that both parties could be listed as parents or guardians. Practices may vary between centers and family day care homes. The family day care homes are smaller and may be more informal than a large center.

LEGISLATIVE ADVOCATES, STATE & FEDERAL

The Mayor's office contracts yearly with a State Lobbyist and a Federal Lobbyist to lobby for or against any policy which directly affects the City.

TASK FORCES APPOINTED BY THE MAYOR

Task Forces are appointed to address specific areas of concern and are generally disbanded following the completion of a formal report to the Mayor. Among the task forces which have issued a comprehensive report during the Agnos administration are the Mayor's Task Force on the HIV Epidemic and the Family Policy Task Force. Listed below are some of the Task Forces which are currently at work. Committees are also appointed to address specific issues such as the Hunters Point Shipyard Citizen's Advisory Committee described below.

African American Economic Empowerment Task Force

The African American Economic Empowerment Task Force was created to advise the Mayor and the San Francisco Redevelopment Agency on the allocation of \$5 million in Agency funding for economic development in the Western Addition, Bayview/Hunters Point and citywide.

Chinatown Economic Development Task Force

The Chinatown Economic Development Task Force advises the mayor and the San Francisco Redevelopment Agency on how to allocate \$2 million in new agency funding for economic development in Chinatown.

This money represents the first Redevelopment funds committed to Chinatown in 21 years, and is intended to help address the current downturn in Chinatown business activity.

Mission Neighborhood Task Force

The Mission Neighborhood Task Force is composed of merchants, neighborhood advocates and longtime

residents. The task force is charged with examining a wide range of issues facing the Mission, including public safety, traffic, land use, economic development and quality of life.

Hunters Point Shipyard Citizen's Advisory Committee

The Hunters Point Shipyard Citizen's Advisory Committee is charged with developing a blueprint for civilian use of the Hunters Point Naval Shipyard. The Shipyard is one of the U.S. military facilities set for closure by the federal government. The Committee begins its deliberations with consensus on four major points:

—Any development must serve the needs of the surrounding Bayview/Hunters Point community, including direct benefits of housing, jobs and economic stimulation.

—Future development must also account for the needs of the many artists, artisans and small businesses already operating at the Shipyard.

—Toxic contamination must be dealt with "thoroughly and absolutely" by the military before the property is turned over for civilian use.

—Finally, the Shipyard, as a valuable public resource, should be developed consistent with public needs.

The 31 members of the panel will solicit input from across the city as they develop a blueprint for possible residential, commercial, industrial, cultural, institutional, open space, and recreational uses.

Their recommendations will be forwarded to the Mayor, Board of Supervisors and other final decision makers.





Chief Administrative Officer (CAO)

City Hall, Room 289

Chief Administrative Officer: 554-4851

The Chief Administrative Officer (CAO) is appointed by the Mayor and confirmed by the Board of Supervisors. The CAO's term of office is ten years. The CAO has a voice but not a vote on the Board of Supervisors and is an ex-officio member of the Planning Commission.

The CAO is responsible for administering and

coordinating the activities of eleven (11) departments and numerous special programs. The individual departments and their activities are detailed separately. The special programs administered within the Office of the CAO are listed below.

Special Programs Administered Within the Office of the CAO

Capital Improvements Advisory Committee (CIAC)

The CAO is chair of this interdepartmental committee, which is responsible for submitting an annual capital budget and a five-year capital program and advising the Mayor and the Board of Supervisors about financing of capital bond programs.

Electronic Information Processing Steering Committee (EIPSC)

City Hall, Room 167
Staff Director: 554-4138

The CAO chairs this interdepartmental committee, which reviews data processing master plans from all City departments, approves all requests for data processing equipment, establishes data processing standards, and develops strategic plans to accomplish the City's data processing objectives.

Grants for the Arts of the Hotel Tax Fund

City Hall, Room 170
Director: 554-4138

Grants for the Arts provides general operating support to San Francisco's private, nonprofit arts,

cultural and promotional organizations. The purposes of the Fund are to make the City more attractive to visitors, add to San Francisco's national and international reputation, and preserve its cultural identity. Applications from nonprofit 501(c)(3) organizations to the Grants Fund are accepted once each year, in early February. For further information and application guidelines, contact the Grants for the Arts staff at 554-6710.

Mission Bay Development Coordination

City Hall, Room 271
Project Manager: 554-6177

The CAO's office, in conjunction with the Department of City Planning and other City agencies, monitors the process of the Mission Bay Project. The CAO is responsible for preparing an annual report on the implementation of the Mission Bay Development Agreement.

Neighborhood Beautification and Graffiti Clean-up Fund

City Hall, Room 271
Project Manager: 554-6177

The Neighborhood Beautification Fund was created by passage of Proposition D on the June 1990 ballot. The fund is generated by businesses that voluntarily

designate up to 1% of their business or payroll taxes for this purpose. Grants are made for projects such as street cleaning, tree planting, graffiti eradication and pole stripping. For application timelines and guidelines for grants, call 554-7979.

Risk Management

City Hall, Room 158
Risk Manager: 554-6170

Risk Management is responsible for procuring insurance, coordinating injury prevention programs, and assisting with reducing risks from liability and Workers' Compensation claims.

Solid Waste Program

City Hall, Room 271
Program Manager: 554-6187

The CAO manages the Solid Waste Program, which has three responsibilities: to reduce the amount of solid waste through recycling, to reduce the amount of hazardous waste which enters the waste stream, and to seek and obtain land fill capacity for the City.

Recycling:

Curbside recycling: once each week residents may place their glass containers, metal food and beverage cans and plastic soda bottles in blue bins which have been provided to residents. Paper products such as newspapers, "junk" mail, magazines and telephone books should be placed securely in a paper bag. For information, call 330-2872

Donation or Buy-back centers: There are approximately 25 such centers in San Francisco. For a list of the centers, call the Recycling Hotline, 554-2872.

Office paper recycling: To obtain a kit on office paper recycling, a list of waste paper dealers, and tips on office waste reduction, call the Recycling Hotline, 554-6193.

Composting: Organic wastes can be composted in buckets and worm boxes or in a larger composting bin. The Recycling Program and San Francisco League of Urban Gardeners have jointly developed a home composting program. Call SLUG, 468-0110, for information.

Hazardous Waste:

Hazardous waste includes items such as bleach, nail polish, car batteries, nickel-cadmium batteries, solvents, pesticides and paint. Such materials may be deposited at the Household Hazardous Waste Collection Facility, 501 Tunnel Avenue (across Highway 101 from Candlestick Park). Hours are 8:00 a.m. to 4:00 p.m., open only Thursday through Saturday. This facility is for home (not business) wastes and proof of residency must be provided (drivers license, utility bill). No businesses or commercial enterprises may use this facility. They must contact private hazardous waste haulers.

Clean-up and enforcement of illegal dumping and emergency spills of hazardous waste is administered by the Department of Public Health (554-2780).

For more information on hazardous waste, call the Hazardous Waste Hotline, 554-4333.

Waterfront Transportation Project

City Hall, Room 289
Project Manager: 554-5780

The Waterfront Transportation Project coordinates the financing and scheduling of the various transportation projects performed by the Department of Public Works and the Public Utilities Commission. Among these projects are the Embarcadero Roadway, the extensions of the F-line, and the extension of the Municipal Railway subway, above ground to Mission Bay.

Moscone Convention Center Expansion

City Hall, Room 271
Project Manager: 554-6177

The Moscone Expansion Project is responsible for overseeing design and construction of the City's convention center. The expansion includes the construction of the Esplanade Ballroom on the roof of the existing Moscone Center, a new exhibit hall meeting room complex underground, north of Howard Street, and connected to existing Moscone Center by passageway under the street.

City Departments Reporting to the Chief Administrative Officer

Agriculture and Weights and Measures

501 Army Street, Room 109-A

Agricultural Commissioner: 285-5010

Farmer's Market, 100 Alemany Blvd: 647-9423

The department has three functions: enforcement of agricultural laws (e.g., fruit, vegetable and egg inspection, quarantine of agricultural commodities, and monitoring pesticide use), enforcement of laws regarding accuracy of measuring devices and quantity control

(e.g., inspect taxi meters, commercial scales and gasoline pumps; quality control of consumer products), and operation of the Farmers' Market on Alemany Boulevard which provides space for growers to sell products directly to the consumer.

Animal Care and Control, Department of

1200 - 15th Street

Carl Friedman, Director: 554-6364

The Department of Animal Care and Control is responsible for the City's stray, abandoned, injured and neglected companion animals and wildlife, as well as for the enforcement of local ordinances and State anti-cruelty and animal welfare laws.

Open 24 hours every day of the year, the Animal

shelter is located at 1200-15th Street at Harrison. Shelter services include an adoption program, sale of dog licenses and voluntary cat registration, a volunteer program through which members of the community can be actively involved in helping animals, and a spay-neuter clinic.

Convention Facilities Department

City Hall, Room 271

Administration: 554-6178

Civic Auditorium & Brooks Hall, 99 Grove Street: 974-4060

Moscone Center, 747 Howard Street: 974-4000

The Convention Facilities Department is responsible for Brooks Hall, Civic Auditorium and Moscone Center. It contracts with a single vendor for management of the facilities and with the same vendor and the

nonprofit Convention and Visitors Bureau for promotion and convention booking. The Director of the Convention Facilities Department is appointed by the CAO.

Electricity & Telecommunications, Department of

901 Rankin Street

General Manager: 550-1694

The department installs and maintains police and fire boxes, over 950 traffic signals, 17,000 parking meters, electrical cables and devices used by City

departments. The department is also responsible for maintenance of the Twin Peaks radio tower. The General Manager is appointed by the CAO.

Medical Examiner - Coroner

850 Bryant Street
Chief Medical Examiner-Coroner: 553-1694

You may contact this office to obtain a power of attorney form for disposition of remains, which allows you to determine who should carry out your wishes regarding burial, etc., as well as to determine who should receive any personal effects (such as your wallet) that you might have had on your person or in a hospital room at the time of death. Without this arrangement, California law requires decisions to be made by blood relatives or a legally married spouse (which does not include domestic partners even with registration).

The Medical Examiner provides services in connec-

tion with deaths occurring within the City and cooperates with law enforcement agencies investigations of probable homicides. The Medical Examiner is involved in a death where there is no physician in attendance, where the physician in attendance has not seen the deceased for 20 days prior to death, or where the death is due to certain specified conditions. The Medical Examiner will not be involved in a natural death under the care of a physician when the death is reasonably expected and can be certified by a physician, e.g., the death of an AIDS patient in a hospice. Disposition of the body of the deceased is the responsibility of the next of kin, by law. However, a written will or "pre-need" contract made by the individual prior to death, and filed with a mortuary, takes precedence as to funeral and other arrangements.

Public Administrator-Public Guardian (PA-PG)

25 Van Ness Avenue, Suite 200
Administrator: 554-1150

The PA/PG administers the estates of individuals who die without a will, acts as conservator for persons unable to handle their financial affairs, and, through a

representative-payee program, provides financial management for clients in institutions due to mental disease and others unable to manage their finances.

Public Works, Department of

City Hall, Room 260

Director: 554-6921

Bureaus Under the Department of Public Works

Architecture, City Hall, Room 265: 554-6510

Building Inspection, 450 McAllister Street, 1st Floor: 558-6128

Building Repair, 2323 Army Street: 695-2038

Central Permit Bureau, 450 McAllister Street, 1st Floor: 558-6070

Engineering, 1680 Mission Street: 554-8232

Construction Management, 1550 Evans Avenue: 550-2750

Environmental Regulation & Management, 750 Phelps Street: 558-5145

Street Cleaning & Urban Forestry, 2323 Army Street: 695-2012

Subdivisions, Surveys & Mapping, City Hall, Room 352: 554-5826

Street and Sewer Repair, 2323 Army Street: 695-2100

Water Pollution Control, 750 Phelps Street: 648-6882

Bureau of Architecture:

Bureau of Architecture is responsible for supervising the design and construction of new public buildings and the modernization and alterations of existing public buildings.

Bureau of Building Inspection (BBI)

BBI is responsible for inspection for compliance with Building Code requirements for Building Permits.

BBI issues building, plumbing, and electrical permits, collects fees for processing of applications, and administers disability access regulations compliance for public and private buildings.

Bureau of Engineering

The Bureau is responsible for engineering, planning, and design of City streets and sewers, including water pollution control facilities.

Bureau of Building Repair (BBR)

BBR is responsible for maintenance, repair, alterations and improvements of City buildings.

Bureau of Construction Management

This unit provides construction management services to all DPW projects.

Bureau of Street Cleaning & Urban Forestry

Street Cleaning conducts mechanical and manual street cleaning, location of litter cans, and sidewalk steam cleaning. Urban Forestry is responsible for tree planting, removal and permit processing, and landscape maintenance.

Street and Sewer Repair

This unit is responsible for street resurfacing, minor street and concrete repairs and for repair of all sewer lines.

Water Pollution Control (WPC)

WPC is responsible for operation and maintenance of water pollution control facilities, laboratory work needed to control treatment processes, monitoring industrial discharges, regulation and inspection of industrial discharges and administration of the sewer service charge system.

Bureau of Subdivisions, Surveys, and Mapping

This bureau is responsible for maintaining survey monuments throughout the City and for the processing of subdivision applications, condominium conversions and for maintaining the official City Map.

General Office

General Office performs secretarial functions for the director's office, conducts Director's hearings, oversees Board of Supervisors legislation, coordinates public information activities, and manages DWP's Environmental Health and Safety Program.

SOUTHEAST COMMUNITY FACILITY COMMISSION

1550 Evans Street
Executive Director 431-9430

Members	Term	Meets
5 appointed by the Mayor.	4 years	2nd Tuesday & 4th Wed., 6:00 p.m., 1000 Oakdale.
Appoints	Secretary to Commission	

Purchasing Department

City Hall, Room 270
Director: 554-6218

The Purchaser obtains materials and supplies, equipment and contractual services for departments of the City, repairs and maintains automotive and other equipment for the City departments, operates a central printing and reproduction bureau, disposes of surplus equipment and supplies, and operates a warehouse

and storerooms. Those wishing to sell materials, supplies or services to the City should secure a copy of the brochure "How To Do Business with the City and County of San Francisco" by calling 554-6743. This booklet describes the procurement process and how to bid on contracts with the City.

Real Estate Department

25 Van Ness Avenue, Room 400
Director of Property: 554-9850

The department serves as the real estate representative for City departments in acquisition and leasing of

property required for City purposes, and in the selling or leasing of City-owned property declared surplus.

Recorder

City Hall, Room 167
Recorder: 554-4173

The Recorder receives, records, indexes and preserves documents (property deeds, tax liens, marriage licenses, military discharges) and issues certified copies of them. While filing for Domestic Partnership

status is housed in the same office as the Recorder, the filing is actually carried out by the County Clerk, 554-4151.

Registrar of Voters

City Hall, Room 158
Registrar: 554-4375

The Registrar registers voters and conducts elections. The primary duties of the office are to maintain accurate voter rolls through updates prior to and after elections; provide voters with information pamphlets; to secure polling places and pollworkers; disseminate information to candidates and process campaign filing forms; verify signatures on initiative petitions; provide absentee ballots if requested; and to announce and certify elections.

To register to vote or change registration, residents should call 554-4375, and request a registration form.

The Registrar issues guidebooks which detail information on how to file to run for office, how to circulate petitions for referenda and other measures to put on the ballot, and how to put ballot arguments in the Voter Handbook. These guides are available 3-6 months prior to each election.

Campaign Income/Expense reporting information, prepared by the State Fair Political Practices Commission, is also available from the Registrar of Voters.

ELECTIONS, CITIZENS ADVISORY COMMITTEE ON

City Hall, Room 158
Information 554-4375

Members	Term	Meets
11 appointed by the Mayor. 6 nominated by Board of Supervisors. 2 Ex-officio (City Attorney, Registrar of Voters).	4 years	1st Wednesday, 5:30 p.m., City Hall, Room 158.

Controller

The Controller is appointed by the Mayor and is confirmed by the Board of Supervisors. Once appointed, the Controller holds office for 10 years. A Controller may be removed for cause by a 2/3 vote of the Board of Supervisors.

The Controller serves as the City's chief fiscal officer and auditor. The office monitors accounts for all officers, commissions, boards, departments, and employees charged with the receipt, collection, or disbursement of City funds.

The Controller checks the proposed budget for accuracy and certifies it. The office reviews proposed contracts to determine if the work can be performed at lower cost by City workers or by outside contract. It estimates the cost of implementing ballot measures.

Once a year, the Controller must submit a complete financial report to the Mayor, Board of Supervisors, and Chief Administrative Officer. In addition, the Controller submits a quarterly report summarizing revenues and expenditures and giving the current balance in each City fund.





BOARDS AND COMMISSIONS

Most boards and commissions are either created by the Charter or established pursuant to Charter provisions. These provisions authorize the Board of Supervisors to establish a board or commission by ordinance upon the recommendation of the Mayor and the Chief Administrative Officer.

These "charter boards and commissions" are subject to the general provisions in the Charter relating to the power and duties of boards and commissions and the tenure, duties and obligations of members of boards and commissions.

Some boards and commissions have been established pursuant to state law. These are governed by state law respecting the qualifications and tenure of commission members.

Others boards and commissions have been established by city ordinance. The qualifications and tenure of the members of these boards and commissions are governed by the provisions of the ordinance.

Other issues relating to qualifications of members are specified in general Charter provisions and other ordinances (e.g. residency, conflict of interest, etc.)

The Boards and Commissions are responsible for *determining policy* and, where applicable, for the *management of the departments under their authority*. Most of the boards and commissions appoint a director or other titled executive to head the department over which the board or commission has authority.

The boards and commissions may address administrative matters only through the director they appoint, however, there is no restriction on their powers of hearing and inquiry.

Appointments to Boards and Commissions

Residents of San Francisco interested in serving on boards and commissions should contact Assistant to the Mayor, Florence Stagner at 554-6149 to request an application form which must be completed to apply for a board or commission appointment. The completed application should be mailed to the Mayor with a cover

letter stating the name of the board or commission in which you are interested along with why you believe you should be considered for the position. Mail to: Mayor Art Agnos, City Hall, Room 200, San Francisco, CA 94102.

Removal of Board Members and Commissioners

Members of most boards and commissions serve at the pleasure of the Mayor. However, certain commissions have the same requirements for removal of members as for the removal of elective officials. This procedure is found in the Charter, Section 8.107 and states that elective officers may be suspended by the Mayor for official misconduct and removed, based upon written charges and after a hearing, by a three-fourths vote of the Board of Supervisors. The Mayor must immediately remove an officer convicted of a crime involving moral turpitude.

The Boards and Commissions

The various boards and commissions are described under the following headings.

Boards and Commissions Which Set Policy for the *Health, Human, and Social Services*

Commissions Responsible for *Public Protection*

Commissions Responsible for *Public Works, Transportation and Commerce*

Boards and Commissions That Set *Planning and Development Policy*

Boards and Commissions Which Set Policy for the *Arts, Library, Museums, and Parks and Recreation*

Boards and Commissions Responsible for *City's Employees Employment, Health, and Retirement Programs*



Boards and Commissions Which Set Policy for the Health, Human, and Social Services

AGING, COMMISSION ON THE

25 Van Ness, Suite 650

Commission Secretary: 864-6051
Senior Information Office, 1182 Market St., Room 320 (24 hours): 626-1033

Members	Term	Meets
7 appointed by the Mayor (at least 5 of whom have reached the age of 60). Compensation: \$25 per meeting not to exceed 6 paid meeting per month.	4 years	1st Wednesday each month, 9:30 a.m. at 101 Grove Street, Room 300.
Appoints	Executive Director	
Authority	San Francisco Administrative Code, Secs. 5.50 et seq.	
Removal	May be removed by the Mayor. Charter, Sec. 8.107	

The Commission contracts with 36 agencies to provide services to the elderly. These services include information and referral, housing, security & crime prevention, in-home programs, health, mental health, nursing home ombudsman, transportation, social and recreational programs, legal assistance, consumer services, congregate nutrition, and home-delivered nutrition.

The Commission also coordinates services for the elderly offered by various City departments. The Commission is financed through federal, state and local funds.

The Commission contracts with Operation Concern for the Gay/Lesbian Outreach to the Elderly Program (GLOE) to provide community services to gay and lesbian elders.

HEALTH COMMISSION

101 Grove

Commission Office: 554-2666
Lesbian/Gay Health Services, 101 Grove St., Room 204 554-2743
Department of Public Health, General Information: 554-2500

Members	Term	Meets
7 appointed by the Mayor. Compensation: \$100 per month.	4 years	1st and 3rd Tuesdays at 3:00 p.m. at 101 Grove Street, Room 311.
Appoints	Director of Public Health & Commission Secretary.	
Authority	Charter, Sec. 3.695	
Removal	Same manner as elective officers	

The Health Commission is responsible for the management of the Department of Public Health including the City's hospitals, emer-

gency medical services, public health services and mental health services. It operates many of its programs through community-based

programs, including the nation's first Early Intervention Center and AIDS education programs.

The Health Department created a pioneering lesbian and gay health specialist position to oversee training and development of gay and lesbian sensitive health services.

The Department is a comprehensive health care system composed of San Francisco General Hospital, an acute care facility staffed for 355 patients; Laguna Honda Hospital, a long term care facility with over 1,000 beds; 8 neighborhood health centers; and mental health and substance abuse services, which are provided by contract through community-based organizations located in neighborhoods throughout the city.

The Health Department offers programs for a wide range of health needs in ways that respond to the lesbian and gay community. To help you identify the resources, some listings in this section are included twice for easier reference.

The Office of Lesbian/Gay Health Services provides training to department staff, and monitors lesbian and gay health needs. It also makes recommendations to fill gaps in health care services. It can be reached at: 101 Grove Street, Room 204. Telephone 554-2743. Coordinator: Carmen Vazquez

AIDS Information Hotline

In San Francisco 863-2437
Toll Free 1-800-367-2437
Hearing Impaired 864-6606

GAY HEALTH SPECIALISTS

Gay Health Specialists and lesbian/gay sensitive staff are available at the following locations:

Monterey Counseling Center, 298 Monterey Blvd.
..... 558-2551
Outpatient mental health

Center for Special Problems, 1700 Jackson Street
..... 558-4801
Outpatient mental health; lesbian/gay/bisexual youth

Mission Crisis, 111 Potrero Avenue 558-2071
Outpatient mental health; HIV specialist

Team II, 17th Street Services 558-2507
Mental health

Health Center I, 3850 17th Street 554-9750
HIV clinic/test center

Health Center II, 1301 Pierce Street 558-3256
Primary care

Health Center V, 1351 24th Street 661-4400
Primary care

City Clinic, 356 7th Street 864-8100
STD Center, HIV testing and counseling

Senior Services, 1182 Market Street 558-5104
Counseling, referral

SF Rape Treatment Center, San Francisco General Hospital, 995 Potrero, Ward 87
Crisis counseling and support services, lesbian/gay sensitive staff

San Francisco General Hospital, 1001 Potrero Ave., Wards 86 and 5A 821-8100
AIDS Outpatient and Critical Care Wards

Laguna Honda Hospital, 375 Laguna Honda Blvd. 664-1580
AIDS Ward

LESBIAN & GAY HEALTH RESOURCES

Operation Concern, 1853 Market St. 626-7000
Mental Health, Substance Abuse; individual and group counseling; lesbians and gay men, bisexuals.

Lyon Martin Clinic, 1748 Market St. 565-7667
Women's primary health care, lesbians, bisexual women.

Women's Institute for Mental Health, 333 Valencia St., 2nd Floor, 864-2364
Outpatient mental health and substance abuse services for women; lesbians and bisexual women.

Women's Alcoholism Center, 2261 Bryant Street 282-8900
Residential alcoholism treatment center; children's program; all women, lesbian staff available.

18th Street Services, 217 Church St. 861-4898
Outpatient alcoholism treatment for gay men.

Acceptance House, 1710 Golden Gate Ave. 346-6193
Residential treatment center for substance abuse; lesbians and gay men.

Tom Smith Substance Abuse Treatment Center, 1001 Potrero Ave. 821-8055
Residential alcoholism treatment, lesbian & gay staff available.

Community United Against Violence, 514 Castro 864-3112
Crisis counseling, legal referral for victims of lesbian and gay victims of violence and/or hate crimes; gay men's domestic violence, lesbians, gay men and bisexuals.

Women Inc., 2940 16th St. 864-4777
Crisis counseling, referral; lesbian domestic violence. Lesbian identified staff available.

Options for Women Over 40, The Women's Bldg., 3543 18th St.
Support groups, referral for older women. Lesbian identified staff available.

Center for Special Problems, 1700 Jackson St. 558-4801
Individual and group counseling services for lesbian/gay and bisexual youth, transsexuals and transvestites.

Larkin Street, 1044 Larkin Street
Counseling, case management for homeless and runaway youth.

Sexual Minority Youth Program, Center for Special Problems, 1700 Jackson St.

GLOE: 1853 Market Street 821-4515

Support services for lesbian/gay elder population.

For information on Bethany Senior Housing Center, which accepts applications from same sex partners, call Jerry Brown or Brad Childs at 821-4515 or GLOE.

LYRIC, 1853 Market Street

Support services for lesbian/gay youth population. AIDS Programs

AIDS Office, 25 Van Ness Avenue 554-9000

National Task Force on AIDS Prevention,

631 O'Farrell Street 255-8378

Black and White Men Together

AIDS Health Project, 1855 Folsom Street 476-6430

HIV PROGRAMS

Center for Positive Care, developed with Community input, and provides a wide range of services including: basic information and referral, psycho-social support services, advocacy and outreach, centralized intake, case management, benefits counseling, and HIV antibody testing, as well as linkages with substance abuse treatment programs and primary medical care services. Both women-specific services and culturally relevant services will also be available at the Center.

Primary medical services are provided through the District Health Centers, San Francisco General Hospital, and state-funded contracts with community-based organizations. These services are available to all HIV positive individuals, including those who are asymptomatic.

The AIDS Research Center opening at San Francisco General Hospital is the only U.S. facility to be built specifically for AIDS research. It is a cooperative project of the Department of Public Health and the University of California at San Francisco.

The Mayor's HIV Health Services Planning Council is the oversight body for Ryan White Comprehensive AIDS Resources Emergency Act (CARE) funds, and is appointed by the Mayor.

The Planning Council membership includes health care providers, HIV infected individuals, and representatives from the Latino, Asian/Pacific Islander, African American, Native American, Differently Abled, Incarcerated, and hemophiliac communities.

Eighteen of the original 28 members were lesbian, bisexual, or gay; 13 were people of color, six had HIV disease, and there was gender parity. The Planning Council continues to hold public hearings to prioritize needs and assess community programs. All Planning Council meetings are open to the public.

AIDS Foundation, 25 Van Ness Ave.

Direct services, educational materials, AIDS hotline; directory of services. Lesbian/gay identified staff available.

Shanti Project, 525 Howard Street 777-CARE

Practical and emotional support for people with HIV/AIDS. Grief groups. Lesbian/gay identified staff available.

Black & White Men Together: National Task Force on AIDS Prevention, 631 O'Farrell St. 749-6700

National agency. Prevention, education and partnership building services. Local services available; workshops on safe sex, testing. Multiracial gay staff.

GAPA Community HIV Project, 1841 Market Street, 2nd Floor 575-3939

Emotional/practical support, case management, serving all Asians/Pacific Islanders. Education prevention targeting gay/bisexual men. Gay staff available

CURAS Community United Against SIDA-AIDS, 347

Dolores Street, #113 255-2731

Prevention, education referral services targeting gay and bisexual Latino men. Lesbian/gay Latino staff.

BAHSES (Bay Area HIV Support & Education Services)

..... 749-6714

Support, education services. Multiracial gay staff.

Early Advice & Care for HIV, 625 O'Farrell Street

Early intervention client services targeting gay and bisexual men of color. Multiracial gay staff.

Lyon-Martin Clinic, 1748 Market Street 565-7667

Women's HIV support, testing and education services. Lesbian staff available.

Filipino T. F. on AIDS 512-3403

Support services, education & prevention. Gay staff available.

UCSD AIDS Health Project, 1855 Folsom Street,

Suite 506 476-6430

Direct services through SFGH Education and prevention; ATS site management. Lesbian/gay staff available.

WOMEN'S SERVICES

Seventy percent of the primary care services of Community Public Health are provided for women. Sixty percent of all other services, including prevention and education, are utilized by women.

At the request of Mayor Agnos, The Health Department endorsed clinical testing of RU 486 in the United States. The May 14, 1991 Health Department recommendation was the first official endorsement in San Francisco.

A major barrier to health care for women is access to screening for breast and cervical cancer. Through the Women's Cancer Network, outreach workers and a mammogram van in the neighborhoods increased numbers of women are being reached. Followup care is available for all abnormal screenings. More information is available from Jan Murhpy at 554-2617.

The San Francisco HIV Education and Education Demonstration Activity is developing a community-based model for coordinating AIDS education with family planning services, with inclusion of alternative service delivery sites as well as more traditional family planning clinic-based delivery systems.

Laguna Honda Hospital & Rehabilitation Center

375 Laguna Honda Blvd.
General Information: 664-1580

Laguna Honda Hospital, 375 Laguna Honda Blvd.

..... 664-1580
AIDS Ward

San Francisco General Hospital

1000 Potrero Avenue
General Information: 821-8200
AIDS Program: 821-5531

Bilingual Services: 821-5133
 Clinic Information: 821-5166
 Emergency Room: 821-8111
 Rape Treatment Center (24 hours): 821-3222
 Substance Abuse Services: 821-8764

San Francisco General Hospital, 1001 Potrero Ave.,
 Wards 86 and 5A 821-8100
AIDS Outpatient and Critical Care Wards

Community Mental Health Service (CMHS)

1380 Howard Street

General Information: 255-3400

24-Hour Help Lines:

Mental Health Information: 387-5100
 Crisis - Suicide Intervention: 221-1423
 TTY for the Deaf: 221-9174

General Referrals

Bay Area Physicians for Human Rights (BAPHR)
 673-3189
Referrals to lesbian/gay/bisexual identified physicians

The Women's Building, 3543 - 18th Street .. 431-1180
*Information/referral: lesbian coming out support
 groups; WOMEN'S HIV support group.*

HUMAN RIGHTS COMMISSION

1170 Market Street, Suite 500

General Information: 252-2500
 Sexual Orientation Complaints: 252-2510
 AIDS/HIV Complaints: 252-2515

Members	Term	Meets
11 appointed by Mayor. Compensation: None.	4 years	2nd and 4th Thursdays, 4:30 p.m., 1155 Market St., 4th Floor.
Appoints	Executive Director	
Authority	San Francisco Administrative Code, Sec. 12A.4.	
Removal	May be removed by the Mayor. Charter, Section 8.107.	

The Commission is the agency responsible for the enforcement of the City's anti-discrimination, contract compliance, affirmative action, and Minority/Women's/Local Business Enterprise ordinances. Discrimination is prohibited on the basis of race, religion, color, ancestry, age, sex, disability, place of birth, sexual orientation and AIDS/ARC.

The Commission's Lesbian/Gay & AIDS Unit investigates and mediates complaints of discrimination on the basis of sexual orientation and AIDS/HIV. Discrimination is prohibited in the areas of employment, housing and public accommodations.

In addition to complaint investigation and mediation, the Lesbian/Gay & AIDS/HIV Unit provides technical assistance to employers and employees in the development of sexual orientation and AIDS/HIV specific personnel policies. The Unit also staffs the Commission's Lesbian/Gay Advisory Committee (L/GAC). L/GAC is composed of 15 community members who advise the Commission on matters of concern to the Lesbian/Gay community. Past activities of L/GAC have included public hearings on race discrimination in the Lesbian/Gay community, discrimination against persons with AIDS/HIV, and domestic partnership. The Committee meets the third Tuesday of the month, from 5:30 to 7:30 p.m. at the Commission.

The Commission also frequently takes action on issues ranging from military anti-gay discrimination to domestic partners issues.

MBE/WBE/LBE ORDINANCE

San Francisco's MBE/WBE/LBE (Minority Business Enterprise/Woman-owned Business Enterprise/Local Business Enterprise) Ordinance, which is Chapter 12D of the Administrative Code, was enacted to: increase the opportunities for local businesses which are minority-owned or woman-owned to compete and participate in the procurement activities of the City and County of San Francisco; and to compensate partially for the higher administrative costs of doing business in San Francisco.

To accomplish these goals, the Ordinance grants bid preferences to MBE/WBE/LBE's which have been certified by the Human Rights Commission (HRC). If you need copies of the Ordinance or its implementing Rules and regulations, call the Human Rights Commission at 252-2500. The information in this section will be revised as necessary to reflect any amendments to the Ordinance.

The preference applies to competitive bidding and to the Request-for-Proposal process.

The Ordinance grants a 5% preference to an economically disadvantaged local business enterprise (LBE), and an additional 5% preference to an economically disadvantaged local business enterprise which is

also a minority business enterprise (MBE), or a woman-owned business enterprise (WBE). The maximum preference is 10%.

For example, if an MBE, an LBE, and a non-certified bidder all submitted bids of \$100, the MBE's bid would be reduced by 10%, the LBE's by 5%, and the non-certified bidder's bid would not be affected. The MBE would receive the award based on its adjusted bid of \$90.

The preference is available for all certified MBE/WBE/LBE vendors of:

- commodities (except petroleum and related products);
- general services;
- construction and facilities maintenance.

For professional services, whether the additional 5% preference for MBE/WBE's applies depends on the type of service and the ethnicity and gender of the business owner. For information on the effect of business ownership, contact the Human Rights Commission (252-2500) or the individual City department. The preference applies to the following types of professional services:

- legal;
- architectural and engineering;
- computer systems;
- management consulting;
- medical services;
- miscellaneous professional services.

Even if you're not an MBE/WBE, you can form a joint venture with an MBE/WBE. Bid preferences are also available for joint ventures of MBE/WBE firms. For more information call the Human Rights Commission or Purchasing's Minority Business Development Program (554-6749).

Federally funded projects are different. Ask the department whether federal funds are involved and, if so, for more information on the program.

For your firm to qualify for MBE/WBE/LBE, your firm must be certified. To do that, you must submit a certification form to the Human Rights Commission and certification must be granted prior to award of the contract. Because of the amount of information which must be verified, the certification process can be lengthy if all the required information is not submitted initially. Try to submit the form well before your bid is submitted, so that the evaluation and award process will not be delayed. If you do not become certified, the preferences will not apply. Certification forms may be obtained from:

Human Rights Commission
1170 Market Street, Suite 500
San Francisco, CA 94102-4908

Purchasing Department
Minority Business Development Program
City Hall, Room 270
San Francisco, CA 94102-4685

Questions & Answers

What do I do if I feel that I have been discriminated against on the basis of sexual orientation or AIDS/HIV?

Answer: The Lesbian/Gay and AIDS Unit of the Commission can assist in the investigation and mediation of complaints of discrimination. The Commission can also assist in referrals to private attorneys or to other appropriate agencies.

Can an employer require an AIDS/HIV anti-body test as a condition of employment?

Answer: Use of an AIDS/HIV anti-body test for employment purposes is a violation of state and local law.

I am an employee of the City who has been discriminated against. Does the Human Rights Commission have jurisdiction over employees of the City and County of San Francisco who believe that they have been discriminated against on the basis of sexual orientation or AIDS/HIV?

Answer: No. The Commission only has jurisdiction over *private* sector employees. The Civil Service Commission has exclusive jurisdiction over City and County employees.

I have AIDS/HIV and my employer is refusing to allow me to take time off for necessary medical appointments. Can my employer do this?

Answer: No. Under federal, state, and local law an employer is required to provide reasonable accommodation for employees with physical disabilities, including AIDS/HIV. This includes allowing time off for necessary medical appointments.

How can I join the Commission's Lesbian/Gay Advisory Committee?

Answer: L/GAC members are appointed in March of each year to one year terms. Individuals interested in applying for membership should contact Norm Nickens at 252-2507.

HOUSING AUTHORITY

440 Turk Street

Information	554-1200
Job Hotline	554-1251
Rentals & Eligibility	554-1205
Section 8 Housing	554-1217

Members	Term	Meets
7 appointed by the Mayor. 2 must be project tenants, 1 of which must be over age 62. Compensation: \$50 per meeting not to exceed 4 per month.	4 years	2nd and 4th Thursdays at 4:00 p.m. at 440 Turk Street.
Appoints	Director.	
Authority	State Law. H & S Code, Secs. 34200, et seq.; Adm. Code Sec. 12.2.	
Removal	May be removed by the Mayor for inefficiency, neglect of duty or misconduct in office after service of written charges and hearing. Failure to maintain SF residence will cause office to be vacant.	

The Commission determines policy for the Housing Authority. The Authority constructs, owns and manages low-rent housing projects financed by private bonds, federal subsidies and income from rents. It oversees the operation of approximately 7,000 low-rent housing units.

The Housing Authority is creating a network of

support, recreation and counseling programs for public housing residents, including free lead poisoning health checks for children; has established a tenants management program; and is establishing job training programs for residents, including hiring residents for Housing Authority positions.

RESIDENTIAL RENT STABILIZATION & ARBITRATION BOARD

25 Van Ness Avenue, Suite 320

Executive Director 554-9550

Members	Term	Meets
5 and 5 alternates appointed by the Mayor. 2 must be landlords, 2 must be tenants and 1 must be neither a landlord or a tenant. Must be SF Residents. Compensation: None.	4 year	Almost every Tuesday, 5:30 p.m., 25 Van Ness Ave., Lower Level Meeting Room.
Appoints	Executive Director	
Authority	San Francisco Administrative Code, Sec. 37.4.	
Removal	May be removed by the Mayor. Charter, Section 8.107	

California law does not allow landlords to discriminate against same-sex couples, or to deny a partner the right to continue to live in a unit even if your name was not included on the lease. If you have a problem, contact this agency for referrals.

The Rent Board provides advice and counseling to both tenants and landlords about the Rent Ordinance and its application. There are certain limitations on

rent increases due to improvements that may be passed on to the tenant. In cases where the tenant disputes the increase or where there has been a substantial decrease in services from what was originally provided, the Rent Board will hold a hearing on the merits of the case and render a decision.

The Board will also consider allegations of failure to maintain the building as defense to the annual increase. The Board reviews landlord petitions for capital improvement pass-through and operating and mainte-

nance expense requests and must approve any pass-through prior to the landlord imposing them.

The Rent Board will also provide limited assistance in certain eviction matters. This is particularly true for situations involving egregious eviction attempts or where there is no "just cause" reason as provided in the ordinance. The District Attorney will assist the Board in prosecuting such instances.

Vacancy control was passed in June 1991 but has been put into abeyance due to a ballot referendum which will place it before the voters in November.

Vacancy control is intended to put a limit on how much rent may be increased when there is a vacancy of a unit that is subject to the Rent Ordinance. The vacancy control ordinance would generally limit those increases to between 10 and 14%, depending on how long the unit had been occupied. The ordinance would also require owners to provide written disclosure to a new tenant as to what the previous rent was, what the vacancy allowance is, what additional increases are permitted for capital improvement, banked or reserved amounts from a previous tenancy, utility costs for Consumer Price Index Increases if applicable. The disclosure statement would include the total rent of all the foregoing items and also indicate if the owner was seeking a fair market adjustment, as well as notice that the tenant can obtain information and/or verification from the Rent Board concerning these matters.

The Rent Board will review and verify initial rents, if requested, and will conduct a hearing if there is still a dispute after the department issues its determination as to what the initial rent is. It should be noted that there are time limitations as to the filing of petitions for various issues involved in the rent and vacancy control ordinance and that both tenants and landlords should make themselves familiar with these ordinances. The Rent Board staff will be able to assist with these matters.

Questions & Answers

My lover moved in with me. Do I have to get a new lease?

Answer: Lease issues are covered by state law and not by the Rent Ordinance. The Rent Board is precluded from giving legal advice on matters outside the purview of the Ordinance. They can provide you direction as to

who can give you advice on the various tenant-landlord issues not covered by the Ordinance.

When I rented my apartment, I had use of a deck. The owner has since prohibited me from using it and I feel my rent should be reduced but they refuse to do so. Can the Rent Board help?

Answer: Yes. You can file a petition for a rent reduction based on a decrease in services at the Rent Board. A hearing is scheduled and both parties present their cases to a hearing officer. The hearing officer will issue a decision and if they find that you are entitled to a rent reduction, they issue an order and determine the proper amount of the reduction. The landlord is obligated to comply with the decision. Either party may appeal the decision to the Commission, which will either decide to hear the appeal, uphold the hearing officer's decision, amend the decision or remand it back to the department for a new hearing.

My lover and I bought an apartment building recently and discovered that we had major electrical problems and had to rewire the building. It is a major cost that we did not plan on and we need to raise the rent to help cover the expense. Is that possible under Rent Control?

Answer: Under the Ordinance you are permitted to recover the costs of a capital improvement to your building. To do this, you would need to petition the Rent Board for a hearing to certify the expenses and establish the amount and the amortization period over which you can collect the expense as a pass-through to the tenants. It is the owner's obligation to verify the expenses at the hearing. You should know that tenants are permitted to object to the proposed pass-through but that they must establish good cause as to why the capital improvement should not be certified. Again, either party may appeal the decision as noted above.

Am I entitled to interest on my deposit?

Answer: Although this is not a Rent Ordinance issue, we can tell you that City ordinance does require tenants to be paid 5% interest on their deposit if they have lived in the unit for more than a year. The ordinance requires it to be paid annually. If your landlord does not pay it, you would need to pursue the matter through Small Claims Court in order to recover the money since the Rent Board does not have jurisdiction over this issue.

SOCIAL SERVICES COMMISSION

170 Otis Street

Julia I. Lopez, General Manager	557-5000
Commission Secretary	557-6431
In Home Supportive Services Information	557-5251
General Assistance Program Information	558-1095
Food Stamp Program Information	558-1000
Aid to Families with Dependent Children Information	557-5721
Medical Coverage Program Information	863-9892
Homeless Program Information	557-6201
Adult Protective Services Program Information	557-5230
Foster Care & Adoption	557-5147

Members	Term	Meets
5 appointed by the Mayor. Compensation: None	4 years	4th Thursday, 9:30 a.m., 170 Otis Street, 1st Floor.
Appoints	General Manager and Commission Secretary.	
Authority	Charter, Sec. 3.570.	
Removal	May be removed by the Mayor for cause on written charges made and signed by Mayor. A hearing must be held.	

The San Francisco Department of Social Services (DSS) provides a variety of income support programs; social services and public medical insurance benefits to city residents with HIV disease and AIDS. In addition, the department will help lesbians and gay men become foster or adoptive parents. Below is a short description of services and benefits. See APPENDIX D for Services Available for People with HIV at the Department of Social Services. Please call the appropriate phone number if you have questions about a particular program.

Adoption and Foster Care

To inquire about adoption and foster care, call 557-5147. The application process for Foster Care and "Fost-Opt" or adoption is as follows.

1. *Inquiry Call.* An Inquiry Form is filled out during a phone call to the Department of Social Services, 557-5147.

2. *Invitation to attend a General Orientation Meeting.* Notices are sent out for applicants to attend a General Orientation, which are scheduled every other month.

3. *Orientation Meeting.* Training, (mandatory series of classes), and licensing procedures, (state requirements), are explained. Time is allowed for the audience to ask specific questions. An Interest Form is handed in and fingerprints are completed at this meeting, if applicants would like to continue the process.

4. *Post-Orientation and Screening Process.* A home visit is made to each person, that filled out an Interest Form, to be sure that their physical environment is licensable and to explore their motivation to care for children.

5. *Training and Licensing.* While attending training classes, the licensing process and study of the home is initiated. Upon completion, homes are able to accept children for foster care and /or fost-opt.

HIV Family Services Program

The Department has expanded services to low income families affected by HIV disease. The Family HIV Services Program, scheduled to begin in November 1991, was made possible by a \$99,000 grant through the Ryan White AIDS bill passed by Congress.

Family HIV Services provides first-ever case management and other services to pregnant and parenting women who are clients of the Aid to Families with Dependent Children (AFDC) program.

Mayor Art Agnos praised the program for expanding the horizons of AIDS services in San Francisco. "This new program recognizes the changing face of AIDS and ensures that families affected by HIV will also gain access to critical services."

New AFDC families who express interest in receiving services through the program will be referred to the HIV Case Worker hired through the program. The case worker will refer clients to services within the department, including in home support services, child care, and employment services, and programs in the community such as health services, housing and practical support.

Clients of the program receive special assistance with planning for the future placement of their children with a relative, friend, or an appropriate adoptive family, should there be a need for such a placement. This early planning will give parents with HIV the greatest possible involvement in decision making about who will care for their children in the event that their HIV disease progresses to the extent that they are unable to care for their children.

VETERANS' AFFAIRS COUNCIL

War Memorial Veterans Building, 401 Van Ness Avenue, Room 104

Members	Term	Meets
15; 4 appointed by the Mayor and 11 by the Board of Supervisors. Compensation: None.	4 years	1st Monday, 6:00 p.m., Council Room, Veterans Building, 401 Van Ness Avenue.
Authority	San Francisco Administrative Code, Sec. 5.100.	
Removal	Procedure not specified.	

The Veterans' Affairs Council directly advises the Mayor and the Board of Supervisors on all matters affecting veterans of the Armed Forces of the United States of America, on the problems, interests and needs of veterans who are residents of the City and County of San Francisco, and on the coordination of economic development, health care, and social services programs as they relate to veterans who are residents of the City and County.

The Veterans' Affairs Council operates without staff or funding.

The Veterans' Affairs Council recently passed a resolution which called for a city audit on the cost to San Francisco taxpayers of health and social services for lesbian and gay military veterans denied veterans benefits because of the military's homophobic policies.

The resolution addressed the impact on San Francisco of the military's anti-gay policies and called for actions at the local and national level. The motion, which passed unanimously, is believed to be the first of its kind by any Veterans' Affairs Council in the United States.

The resolution also urged that the Secretary of the U.S. Department of Veterans Affairs take immediate action to upgrade less-than-honorable discharges given to lesbian and gay armed services members to make them eligible for all benefits on a non-discriminatory basis.

The Veterans' Affairs Council is working with other progressive veterans organizations to improve the lot of veterans in San Francisco. Action is being taken in the areas of housing, substance abuse rehabilitation, job counseling and health care.

The Council is working to secure space in the War Memorial Veterans Building for progressive veterans organizations representing younger veterans which have been denied access to the facilities.

WAR MEMORIAL COMMISSION

Veterans Building, 401 Van Ness, Room 101

Members	Term	Meets
31 self-perpetuating. 1 Representative from each American Legion Post.	1 year	As required
Authority	Trust Agmt. dated 19 Aug 1921.	
Removal	Procedure not specified.	

The War Memorial Commission is composed of one representative selected by each of the individual American Legion Posts in San Francisco. The American Legion is a not for profit organization chartered by the United States Congress. The Membership consists of honorably discharged war veterans, as defined by the U.S. Congress.

The War Memorial Commission is responsible for securing space in the War Memorial Veterans' Building for veterans groups. The Commission is also responsible for leasing space, not required by veterans organizations, to other qualifying organizations. Under the original Trust Agreement dated 19 August 1921, the Posts of the American Legion in San Francisco have the exclusive right to sub-let the auditoriums and adjacent rooms in the War Memorial Veterans' Building.

The commission leases part of the building to the War Memorial Board of Trustees, which in turn leases space to the Museum of Modern Art. The Board of Trustees also leases the Green Room which it in turn rents to private parties and organizations for parties, receptions and other affairs. The veterans total annual income from these leases runs less than \$27,000.

WOMEN, COMMISSION ON THE STATUS OF

1095 Market Street, Room 409

554-9666

Members	Term	Meets
11 appointed by the Mayor. Compensation: \$20 per meeting not to exceed \$40 per month.	3 years	4th Thursday, 4:00 p.m., 1170 Market St., 6th Floor.
Appoints	Executive Director	
Authority	San Francisco Administrative Code, Sec. 33.3.	
Removal	May be removed by the Mayor. Charter, Section 8.107	

This Commission was given new authority and staff under the Agnos administration; it oversees domestic violence programs, conducts hearings (including on issues specific to lesbians), and can take complaints of sex harassment in city departments.

Purpose of the Commission

The purpose of the Commission is to advance equality for women in San Francisco and to assist the City and County in realizing its policy to ensure women equal economic, political, social and educational opportunities as well as equal services by public agencies.

Among the objectives being prosured by the commission are to:

- provide technical assistance to city departments;
- educate and train the public and the private sectors on gender-based discrimination with an emphasis on sexual harassment;
- work with Civil Service Commission on monitoring discrimination claims files by women;
- administer domestic violence funds;
- advance women's equality through advising and recommending the recruitment of qualified women to serve in city positions.

How the Commission Developed

The San Francisco Commission on the Status of Women (COSW) was created in 1975 in a effort by the City of achieve equality of the sexes, both in terms of basic rights and of equal access to services and protection by public agencies. The COSW was created based on findings that traditional prejudice had historically resulted in unequal economic, political, legal and social status for women.

Since its inception, the COSW has identified many areas where inequities and barriers harm and restrict women. But because of its own lack of power, it has been unable to address them effectively. In 1980, COSW's powers were further limited by amendments to the administrative code which gave authority over COSW staff and budget to the director of the Human Rights Commission (HRC).

In September 1988, a broad-based group of women asked newly elected Mayor Art Agnos to appoint a panel to study discrimination against women in San Francisco. In response, he created a special Task Force on the Commission on the Status of Women to study and develop a range of structural alternatives by which to address gender-based discrimination in the City.

The Task Force concluded that if the COSW is to do the job for which it was created, it needed statutory power, independence, and adequate staff and budgetary resources.

In April 1989, Mayor Agonos accepted the Task Force's recommendation that the Commission on the Status of Women became an independent entity, no longer under the authority of the Human Rights Commission.

Through legislation passed by the Board of Supervisors on July 17, 1989, and signed by the Mayor on July 28, 1989, the Commission on the Status of Women's mandated powers and authorities were increased. An Executive Director, two Special Representatives and an Executive Secretary were hired. Personnel and budget responsibilities were transferred from the Human Rights Commission to the Commission on the Status of Women.

As an official independent body, the Commission is slowly being recognized by other departments as a member of the City structure with the expertise and the authority to develop policies affecting women.

The Commission Today

The focus of the Commission has been to advance women's equality in San Francisco by focusing on issues of violence towards women, sexual harassment, gender-based-work place discrimination of women, incarcerated women. The Commission also serves women and young girls of the City and County with referral and resource information on domestic violence and job discrimination. Additionally, the Commission maintains a Job Library which serves approximately fifty (50) women a month.

Among the recent programs of the COSW were

- participation in developing alternate affordable permanent housing for homeless women, bat-

tered women, women coming out of prison and older women;

- organizing attention to Women's History Month;
- wrote *Within Your Reach — How To Get That Appointment*, a guide to commissions, boards and task forces available for the public to apply;
- established a tracking mechanism with the City Attorney to track data and monitor all discrimi-

nation lawsuits filed by women in the city.;

- established a Women in Civil Service Work Force Committee to make recommendations and implement programs to prevent job discrimination and encourage upward mobility for women,
- and completed a major investigation in a domestic violence murder that underscored inadequate protection for women who have secured restraining orders.



Commissions Responsible for Public Protection

FIRE COMMISSION

260 Golden Gate Avenue

Commission Secretary: 861-8000, Extension 307

Switchboard: 861-8000

Members	Term	Meets
5 appointed by the Mayor (1 must be a woman). Compensation: \$1,200 per year.	4 years	2nd and 4th Tuesdays at 6:00 p.m. at 260 Golden Gate Ave. Room 201.
Appoints	Chief of the Fire Department, Fire Department Physician, and Secretary to the Commission.	
Authority	Charter, Sec. 3.540.	
Removal	May be removed by the Mayor. Charter, Section 8.107.	

The Fire Department recruits candidates from the lesbian and gay community; women and minorities are included in the affirmative action plan that Mayor Agnos has ordered implemented.

Call 911 to report all Fires, Medical Emergencies & Rescue needs.

The Commission is responsible for managing the Fire Department. It formulates policy, prescribes rules and regulations governing all departmental affairs, acts on disciplinary matters and approves the annual departmental budget.

It oversees a \$153,000,000 budget, 1,513 firefighters and 92 civilians. It hears all termination hearings of firefighters, all suspensions by the Fire Chief of 10 days or more and all appeals of discipline hearings of less than 10 days.

There are 41 fire stations located within a one mile radius of each other which allows for an emergency response time that averages less than 4 minutes. The Department is responsible for 2 high pressure pumping

stations, 2 fire boats (one of the fire boats, the Guardian, is capable of pumping more water than any fire boat in the world, 24,000 gallons per minute).

Hazardous Materials

The Fire Department currently has 36 certified Hazardous Materials Technicians. The unit is available around the clock for response to chemical spills and environmental disasters. A state of the art hazardous materials vehicles was placed in service in January 1991.

Rapid ZAP Defibrillation

The Fire Department response to over 1,300 heart attacks each year. In 1989-90, there were over 27,000 calls to the SFFD for emergency medical service. In November of 1988, SFFD became the first California fire department to require that new fire fighters receive emergency medical training (110 hours), and that each of its 41 engine companies have its own electric defibrillator. As a result, the department has gained a national reputation as one of the best "first responder" departments in providing emergency medical service

and its program is considered as a model within California.

Affirmative Action Policy

The Commission is committed to recruiting the brightest and best from each of the City's diverse communities. The Fire Commission will not compromise the department's efforts to recruit, retain and promote from minority communities that have historically been bypassed for recruitment into the fire department. The SFFD is an equal employment opportunity employer which is committed to employing qualified persons regardless of race, ethnicity, national origin, gender, sexual orientation, religion, age, or political affiliation.

How to become a San Francisco Fire Fighter

The minimum qualifications established for the most recent fire fighter exam are listed below. They are subject to change.

- Must be 18 years of age
- Have a High School Diploma or equivalent
- Have a California Drivers License with a satisfactory driving record.
- Be in good physical health
- Have 20/50 vision uncorrected and 20/20 vision corrected
- Be a San Francisco resident at least 4 months prior to filing application. No citizenship requirements, but must be authorized to work in the USA.

For more information contact the Fire Services Examination Unit, 44 Gough Street, 94103. Telephone 557-4960.

Response Teams

Neighborhood Emergency Response Team Program

In April of 1988 the Commission initiated a study to determine how to involve residents of the neighborhoods in responding to emergencies following disasters. This study led to the establishment of the Neighborhood Emergency Response Team Program. This program provides disaster response training to volunteer city residents. The first Neighborhood Emergency Response Team (NERT) began training in the Marina District on October 2, 1990. The training consists of 5 three hour classes. A minimum of 20 persons is required in order to form a class. The volunteers learn fire suppression techniques, search and rescue operations, disaster medical response and team response in assisting uniformed personnel of the SFFD in a disaster. The goal of this program is to train a cadre of 1,000 San Francisco residents in assisting the SFFD in fire suppression, search and rescue, disaster medical operations and team response and management. There are 10 Battalion Districts, each of which will have up to 100 NERT trained civilians ready to assist.

The NERT program is staffed by volunteer fire fighters who have been trained in NERT response techniques and policies. Assistant Chief Dennis Callahan developed and heads up the program. For more information, telephone 861-8000 extension 431.

Fire Auxillary Reserve

Fire Auxillary Reserve members attend 49 weekly training exercises and specialized drills for a total of 2,800 hours of training in earthquake preparedness, first aid, CPR, heavy rescue, fire suppression, fire tactics and strategies, and incident command management. During the earthquake on October 17, 1989, the Reserve responded and assisted the SFFD throughout the city. During 1989-90 the Reserve was called in to respond to 18 greater alarm fires in the city. Many reservists have been selected for employment by the SFFD. For further information telephone 861-8000 extension 341.

Specialized Programs

F.L.A.M.E. (Fire League of Athletic and Musical Events). This program, begun in 1971, provides baseball, basketball, soccer and rugby programs for 1,000 children. The program provides activities for physically and/or mentally disabled or differently disabled children and sponsors various outings. Telephone 586-9600 extension 277.

St. Francis Hook and Ladder Society

The Society is a nonprofit corporation empowered to accept gifts to the Pioneer Museum on behalf of the Fire Commission. Monetary gifts are used to preserve, restore and maintain antique fire apparatus, artifacts and memorabilia. Society membership is open to persons interested in the preservation of the Fire Museum. Gifts to the Society are tax deductible. For further information telephone 861-8000.

Phoenix Society

The Phoenix Society is a nonprofit organization comprised of persons interested in the history and development of the SFFD. The members of the Society provide support to SFFD fire fighters by providing awards to fire department members for providing outstanding service to the community. For further information telephone 751-8845

Pioneer Memorial Fire Museum

The Museum, sponsored by the St. Francis Hook & Ladder Society, is open to the public Thursday through Sunday from 1:00 p.m. to 4:00 p.m. The museum is located next to SFFD Station #10 at 655 Presidio Avenue (between Pine & Bush Streets). Admission is free. Docent and City Guides welcomed over 2,400 visitors in 1989-90.

San Francisco Fire Fighters' Toy Program

The toy program sponsored by Local 798 relies on donations from organizations and individuals for its success. It collects and distributes 155,000 toys for 31,000 children who would otherwise go without Christmas presents. For further information telephone 777-0440.

Questions and Answers

What do the number of alarms mean?

The number of the alarm indicates the number of fire fighters and the number of pieces of equipment responding to a fire. Special calls will often require additional fire fighters and specialized equipment. These calls include Hazardous Materials calls, surf &

cliff rescue, BART and MUNI fires and high rise responses.

1st ALARM . 30 Fire fighters . 5 pieces of equipment
 2nd ALARM . 60 Fire fighters . 10 pieces of equipment
 3rd ALARM . 94 Fire fighters . 16 pieces of equipment
 4th ALARM . 118 Fire fighters . 21 pieces of equipment
 5th ALARM . 142 Fire fighters . 26 pieces of equipment

How do I apply for Permits from the Fire Department?

The Department is responsible for issuing over 62 different kinds of permits through the Fire Prevention Division. For further information telephone 861-8000, extension 310.

How do I invite a Fire Department representative to participate in neighborhood events?

The SFFD enjoys networking with neighborhoods groups and answering questions concerning Fire Prevention, Safety, earthquake preparedness and emergency medical calls. Telephone 861-8000 extension 281 for the location of your Battalion District and to set up an appointment.

POLICE COMMISSION

Hall of Justice

Commission Secretary 553-1667
 Willis Casey, Chief of Police 553-1551
 Thomas Murphy, Deputy Chief, Field Operations 553-1527
 Fred Lau, Deputy Chief, Administration 553-1014
 Frank Reed, Deputy Chief, Investigative Bureau 553-1484
 Office of Citizens Complaints 553-1407

Members	Term	Meets
5 appointed by the Mayor (1 member must be a woman). Compensation: \$1200 per year.	4 years	Each Wednesday, 5:30 p.m., Hall of Justice, 850 Bryant St., Room 551.
Appoints	Chief of Police, Director of Citizen Complaints and a Commission Secretary	
Authority	Charter, Sec. 3.530.	
Removal	May be removed by the Mayor pursuant to Charter, Section 8.107	

Under Mayor Agnos, the Police Department has created a Hate Crimes Unit which includes investigators. The Department also has adopted new policies on crowd control and eliminated the Intelligence Unit. For the first time, a lesbian police officer has been assigned as the Department's liaison to the lesbian and gay community. Also, new policies allow complaints against officers to be heard by the Police Commission if the Office of Citizen Complaints sustains the charge, ending the former policy which allowed the Police Chief to sidetrack complaints from the Police Commission. Under the consent decree, women and minorities are included in affirmative action programs. The Department also encourages applications from the lesbian and gay community.

The Commission is responsible for setting policy and managing the City's Police Department which assigns and supervises police officers and operates district police stations (currently 9). It issues permits, including those for taxi drivers, places of entertain-

ment, and second-hand and antique dealers. It conducts drug abuse, youth athletic, and community education programs and maintains a police academy to train recruits.

An Office of Citizen Complaints operates within the department. It hears and investigates complaints from the public about police actions. Findings are presented to the Police Chief, who take appropriate disciplinary action if warranted.

District Police Stations

Central Station
 766 Vallejo Street 553-1532
 Southern Station
 850 Bryant Street 553-1373
 Potrero Station
 2300 Third Street 553-1021
 Mission Station
 1240 Valencia Street 553-1544
 Northern Station
 1125 Fillmore street 553-1565
 Park Station
 Stanyan and Waller 553-1061
 Richmond Station
 461 Sixth Avenue 553-1385

Ingleside Station
 1 John V. Young Lane 553-1603

Taraval Station
 2345 - 24th Avenue 553-1612

How to Get Permits

Applications for parade and sound permits are available from the Permit Bureau, 1 Jones Street at Market.

PARADE PERMIT. Complete a Parade Permit Application.

SOUND PERMIT. Complete a Sound Permit Application.

How to Testify on an Item before the Police Commission

The Police Commission meets on Wednesday evenings, at 5:30 p.m. in the Police Commission Room, Room 505, 850 Bryant Street. To verify the meeting time, call the Police Commission Secretary at 553-1667. The meeting agenda will indicate when public comment is in order.

How to Report a Hate Crime

In an emergency, dial 911. In a non-emergency situation call the regular police number, 553-0123. Follow-up through the Hate Crimes Unit at 553-1133.

How to Report a Sexual Assault/Rape

Dial 911. Follow-up through the Sexual Assault Unit at 553-1381.

How to Report Domestic Violence

In an emergency, call 911. In non-emergency situations call 553-0123. Follow-up through the General Work Section at 553-1141

How to Become a Police Officer

The Police Recruitment Office is located at 850 Bryant Street, 5th floor. Applications or "interest cards" are available in the Recruitment Office.

Police Lesbian & Gay Liaison Officer

Contact Officer Lea Militello at 553-1977



Commissions Responsible for Public Works, Transportation and Commerce

AIRPORTS COMMISSION

San Francisco International Airport

Commission Secretary: 876-2231

Members		Term	Meets
5 appointed by the Mayor. Compensation: \$100 per month.		4 years	1st and 3rd Tuesdays at 9:00 a.m. at City Hall, Room 282.
Appoints	Airport Director and Commission Secretary		
Authority	Charter, Sec. 3.690.		
Removal	Same as elective officers. Also subject to recall.		

A point of interest is that San Francisco International Airport includes an active exhibit program. The largest-ever showing of the Names Project quilt was held here under auspices of the program.

The Airports Commission sets airport policy and manages the operations of the San Francisco International Airport and all other airport properties which may be placed under its control.

The San Francisco International Airport is the fifth busiest airport in the United States. Each day over 600 flights depart for over 100 cities around the world. Last year SFO handled over 31 million passengers.

Airport Employment

As a major city department and a small city within itself, SFO employs over 1,000 civil service employees in a wide range of classifications, from police officers to accountants, to architects and engineers. Individuals

interested in employment can contact the Airport Personnel Division at 876-2187.

Airport tenants employ an additional 30,000 individuals contractors with the City and County they are required to follow the rules and regulations promulgated by the Human Rights Commission with respect to affirmative action and non-discrimination.

Airport Concession Operation

All concessions are competitively bid and have an average duration of five (5) years. Entrepreneurs interested in bidding should contact the Property Management Division at 876-2365 and have their names placed on a mailing list in order to be notified of future opportunities.

Child Care/Nursery

In 1992 the County of San Mateo will be opening a 7 day a week 24 hour a day child care facility in Burlingame for airport employees and county residents.

Passengers traveling with small children can use the nurseries located throughout the terminal complex.

Exhibitions & Cultural Educational Program

Exhibitions are located throughout the airport and organized by airport staff. The use of exhibition space is scheduled approximately two (2) years prior to the exhibit.

For information on what is appearing now and in the future contact the Exhibition Department at 876-2416.

HIV - Immigration and Travel Policy

The federal government, through the Immigration and Naturalization Service, establishes the rules and regulations for admissibility of foreign visitors to the USA. These rules apply nationwide and, as a local agency, the airport is not directly involved with their formulation and administration.

The airport is not currently aware of any airline with a policy regarding passengers with HIV. However, each airline does have regulations for seriously ill passengers with any disease who may require assistance during flight. Seriously ill people should discuss this with the airline beforehand.

PARKING & TRAFFIC COMMISSION

Rina Cutler, Executive Director
25 Van Ness Avenue, Room 410

General Information (Recording)	554-7275
Abandoned Vehicles Reporting	781-5865
Blocked Driveways (Police Department)	553-0123
Illegal Parking Reporting (Daytime)	553-1631
Illegal Parking Reporting (Evening/Weekend)	553-0123
Booted Vehicle Information	553-1634
Parking Citations (Municipal Court)	553-9400
Permit Parking	554-5000
Special Traffic Permits	558-6462
Towed Vehicle Information	553-1239
<i>Reporting Missing or Damaged:</i>	
Traffic Signal Lights	550-2736
Traffic Signs	558-2096
Parking Meters	550-2717

Members	Term	Meets
5 appointed by the Mayor and confirmed by the Board of Supervisors. Compensation: \$100 per month.	4 years	1st and 3rd Tuesdays, 1:30 p.m., City Hall, Room. 282.
Appoints	Executive Director	
Authority	San Francisco Administrative Code, Sec.	
Removal	May be removed by the Mayor. Charter, Section 8.107	

The Department of Parking and Traffic was formed after San Francisco voters passed Proposition "D" in November 1988. The new Department brought under one roof all of the City's parking and traffic related activities including parking enforcement, traffic engi-

neering and operations, the Residential Permit Parking Program and the Parking Authority.

The Department's responsibilities include maintaining the City's traffic signs and signals, parking meters, and pavement and curb markings.

PARKING AUTHORITY

25 Van Ness Avenue, Suite 880
Director 554-9805

Members	Term	Meets
Parking & Traffic Commission members serve Ex-officio. Compensation: \$50 per meeting not to exceed \$700/yr.	4 years	As Required
Appoints	Director	
Authority	State Law, Sts. & Highways code.	
Removal	By Mayor with Board of Sups consent.	

The Parking Authority, required by State Law, is charged with providing public parking by acquiring land and constructing facilities.

Off-Street Garages and Lots

The Department of Parking and Traffic manages a total of 11,286 spaces in 13 garages and more than 25 metered lots in San Francisco. The short-term parking rates at attended garages are kept intentionally low to provide parking for shoppers and visitors; longer-term rates are higher to discourage commuting by car into downtown San Francisco.

Parking Enforcement

The Department's Enforcement Division enforces parking regulations on San Francisco's crowded streets. Nobody likes being cited but when parking is enforced effectively it frees more parking spaces for everyone by creating turnover in curb space.

Changing Regulations in Your Neighborhood

As neighborhoods grow and change parking and traffic regulations may warrant changing. Newly popular commercial districts may require more yellow loading zones for merchant deliveries or time limits for on-street parking; the changing of traffic patterns may warrant a change in traffic controls.

If you believe that a parking or traffic regulation should be changed in your neighborhood please write to the Department briefly outlining your concerns. Proposed changes will be surveyed by the Department's traffic engineers to see if they would improve the availability of parking or the safety and flow of traffic. Proposals for major changes should be accompanied by the signatures of a majority of the residents of an affected area.

Questions & Answers

How Do I Get My Street Closed for a Neighborhood Event?

City streets can be closed for street fairs, block parties and other community events by applying for a street closing permit at the Division of Traffic Engineering, 460 McAllister Street.

Applications for street closing permits can only be approved if received at least 60 days before the proposed event. Late applications may be approved by action of the Board of Supervisors.

What if I am Cited Erroneously?

Occasionally citations are written in error. If you believe that you have been cited incorrectly please write to the Department indicating why you believe you were cited incorrectly. Include a copy of the citation (not the original) and any supporting documentation you may have; your claim will be investigated and answered.

How do I have an abandoned car removed from my neighborhood?

Abandoned cars should be reported by calling 781-JUNK with a thorough description of the vehicle and its location. A parking control officer will be dispatched within a day or two to post the vehicle with a notice indicating that it will be towed if it is not moved at least one block within 72 hours.

Any vehicle not moved at least one block within 72 hours will be towed away.

What if I Have Been Towed?

Many motorists are towed every day for parking violations. If your car is missing and you believe it has been towed call 553-1239 with the description of your car and its last location. If your car has been towed you will need to pay an \$80.00 towing fee and any storage charges.

Vehicles towed for parking illegally may be retrieved from the City Tow at 1475 Mission Street (on the #14 Municipal Railway Bus Line) 24 hours a day, 365 days a year. The City Tow accepts payments by Visa, MasterCard, money orders, cashier's checks and cash.

What if I Have Been Booted or Towed For Unpaid Citations?

California law provides for seizing or immobilizing automobiles with 5 or more unpaid citations. If you have been booted or towed for unpaid citations you must go to the Municipal Court at 850 Bryant Street, Room 101 between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday and either pay your citations or schedule a hearing date.

The Municipal Court will only accept payment by cash, money order, certified check, Visa or MasterCard. Personal checks are not accepted.

After all unpaid citations and fees are cleared booted vehicles will be released; towed vehicles may be retrieved from the City Tow at 1475 Mission Street after paying tow and storage fees.

PORT COMMISSION

Ferry Building

Commission Secretary 274-0400

Michael P. Huerta, Port Director 274-0400

Members	Term	Meets
5 appointed by the Mayor subject to confirmation by the Board of Supervisors. Compensation: \$1,200 per year.	4 years	2nd and 4th Wednesdays, 4:00 p.m., Commission Room, Ferry Building.
Appoints	Nominates Port Director which is appointed by the Mayor.	
Authority	Charter, Sec. 3.580.	
Removal	Same manner as elective officers. Also subject to recall.	

The Port Commission leases many properties to businesses, including those seeking a lesbian and gay clientele. It also offers a variety of recreational opportunities.

The Port Commission determines policy for the operation and regulation of the San Francisco Port and promotes the Port's interests in world trade. The Port includes many interesting and entertaining activities and public access locations.

Public Access Locations

Hyde Street Pier: Located at the foot of Hyde Street. The Pier was constructed in the 20's for the purpose of transporting motor vehicles. There were two slips for Sausalito traffic and two for Berkeley traffic. This property is leased to the Federal Government and is the home of the National Maritime Museums Historic Boat Moorings. If you wish to obtain information, call the National Maritime Museum at 556-3002. There is a \$3.00 admission to view and board the various ships that once sailed the Bay. Some of the historic ships located at this pier are:

The Eureka: At one time, this 100 year old sidewheel ferryboat carried as many as 2,300 passengers and 120 autos at one time across the Bay.

The C. A. Thayer: Build in 1895, its purpose was to carry lumber from the Pacific Northwest to California. She also sailed to Alaska as a salmon ship and served as a cod fishing vessel in the Bering Sea. Only two vessels like this survive.

The Balclutha: A square-rigged Cape Horn sailing ship launched in 1886 in Scotland, usually carried coal, wine, and hardware from Europe and returned with California grains. This ship is available for rental in the evenings. Call 550-6081.

The Eppleton Hall: A sidewheel paddle tug built like the tugs that towed ships into San Francisco Bay during the gold rush days.

Fisherman's Wharf Area: There are approximately 150 permanent berths within a sheltered harbor for the commercial and sports fishing boats which make the port their home base. You may wish to rent a space for

your boat (long or short term) from the Tenant Services Department. Call 274-0533 to arrange for an appointment.

There are two lagoons: the inner and outer. The inner lagoon visible from Jefferson Street dates back to 1894 and today is primarily used by sports fishing vessels and commercial fishermen. You may rent one of these boats for a fishing party or join one of the regular scheduled trips for deep-sea fishing. Contact the boat owners directly. Check the yellow pages under "fishing parties."

There is a small chapel located near the end of the dock in the lagoon that was erected as a memorial for all fisherman lost at sea. This is not a port facility but is available for private use. Telephone 626-7070 for information.

The outer lagoon is next to Pier 45 and is used by the commercial fishing industry. The larger fishing boats are located in this area. One of the few places where you may purchase (cash only) fuel, ice and bait for your boat in the water is located in this lagoon. There are several businesses that handle fisherman's supplies such as rigging, fish poles, sails, and rope in the Wharf area.

There are approximately 17 fish processors located on Port property. Salmon, crab, and herring are our principle fish "catch." Check out Fish Alley (foot of Leavenworth Street) and watch the fish being unloaded from the boats into large containers for freezing, processing or sales to the local restaurants. The Fisherman's Wharf area is always considered a favorite of tourists.

PIER 45: Originally this pier was used to process fruits shipped in for the local canneries. Not until the late 70's was this pier used only to process fish.

Pier 45 was severely damaged by the earthquake of 1989. Over \$22 million in damage. It is partly built on fill and liquefaction occurred as happened in the Marina District of the City.

A World War II submarine is located on the east side of the Pier. This submarine, the *Pompanito*, was commissioned in 1943 and patrolled the Pacific until 1945. It is open to the public.

PIER 39: This facility is the country's third most visited attraction (next to Disney World and Disneyland), and hosts more than 10.5 million visitors a

Port of San Francisco

The numbers printed in the black circles correspond to the pier numbers. The dark line on the Port map indicates the approximate location of the shoreline when the City of San Francisco was first settled.

Hyde Street Pier: This marks the northern end of Port property. This is the mooring place of six historic ships belonging to the National Maritime Museum which is open to the public.

Pier 45: Fish Handling, Special Events and Ceremonial Dockings. The World War II submarine USS Pompanito is permanently docked here and is open to the public.

Fig. G: Fisherman's Wharf - Home of the City's Commercial fishing fleet, it features restaurants, sidewalk crab pots and a variety of shops.

Pier 43: Departure point for tours around the Bay and to Alcatraz, and for ferry service to Angel Island, Sausalito and Tiburon.

Pier 39: Commercial development offering restaurants, shops, entertainment and a small boat marina. Departure point for the Blue and Gold Fleet's boat tours of the Bay.

Pier 35: Passenger Terminal

Pier 33: Excursion Boat Terminal

Piers 27-29: General Cargo and Newsprint Terminal.

Piers 19-23: Foreign Trade Zone #3.

Piers 15-17: Cotton Warehouse.

Pier 9: San Francisco Bar Pilots.

Pier 7: Public Access and Fishing.

Pier 3

Pier 1: Parking Facility.

Fig. F: FERRY BUILDING

San Francisco World Trade Center and Port Headquarters.

Fig. E: Waterfront Promenade - Public Access.

Pier 22 1/2 - Fireboat House.

Piers 24, 26, and 28

Piers 30 - 32

Piers 36 and 38: Ship Repair Facility.

Fig. D: South Beach Marina

Pier 48: Newsprint Terminal.

Piers 50 and 54: Ship Repair Facility

Fig. C: Aqua Vista Park - Park and fishing pier.

Fig. B: Ship Repair Facility

Pier 70: Import Automobile Terminal

Pier 80: San Francisco **North Container Terminal** - Major container terminal.

Pier 84: Bulk Cargo Terminal - Used to import coconut oil.

Pier 90: San Francisco Grain Terminal.

Pier 92: Bulk Cargo Terminal - Used in exporting tallow and for importing fish meal.

Fig. A - Intermodal Container Transfer Facility.

Piers 94-96: San Francisco **South Container Terminal** - Major container Terminal.



year. It is expected that sales figures for 1991 will top \$100 million. A renovated turn-of-the-century cargo pier, Pier 39 opened in 1978 and now houses more than 100 retail shops, 12 restaurants and numerous attractions. Pier 39 employs more than 2,000 people. Approximately \$3 million in taxes is paid to the City.

There is a 350-berth marina located on the site. In January of 1990, California Sea Lions began using part of this marina as a permanent home. Their numbers have risen to more than 400.

Plans are now underway for a 1993 opening of a 707,000 gallon aquarium that will display marine life indigenous to Northern California. Visitors will journey through a 400-foot long underwater tunnel with walls and roof made of clear acrylic.

Most of the businesses located on Pier 39 are small, independent specialty shops (many owned by first time entrepreneurs). If you wish to lease space at this location, you need to contact the management of the facility at their offices located on the second level of the Pier.

PUBLIC ACCESS BETWEEN PIERS: A special area has been created between pier 39 and Pier 35. It offers a great view of the Bay and the benches and walkways make it a pleasant place to stop and relax.

PIER 7: This new pier was dedicated in 1990. It is one of the longest public access piers on the Bay. Built as a joint venture of many public agencies including the San Francisco Recreation and Park Department, Port of San Francisco, California Coastal Conservancy and U.S. Department of Interior. It cost \$6 1/2 million. One of the best fishing piers on the Bay! The depth of the water at the end of the pier is approximately 40 feet.

You *do not* need a fishing license to fish from any pier on the Bay if it is a public access designated area.

PIER 1: Monthly parking space is available inside the shed of this Pier. Call Tenant Services at 274-0510 for information.

FERRY BUILDING (UNION FERRY DEPOT): The most prominent and oldest structure on the waterfront. Designed in 1892 by A. Page Brown, the building was officially dedicated on July 13, 1898. Actually built on mud and not landfill, the building has reinforced concrete piers and a seawall which is supported by 80 foot long wood piles driven through the mud to a depth of 21 1/2 feet below the city base. The clock tower alone is supported by 345 piles. After completion in 1898, the building was claimed to be "the most solidly constructed edifice in California". This was proven twice; in the great 8.3 earthquake of 1906 and over 90 years later, in the 1989, 7.0 earthquake. The building was placed on the National Register of Historical Places in 1978 and is also listed as a designated City Landmark.

Today, the Ferry Building is home for the Port's administrative offices, and space is also leased out to office tenants. Call Tenant Services at 274-0510 for information about renting office space.

The chimes played through the Ferry Building Clock Tower are electronic. If you look closely, you can see the speakers on the upper tower level. Two songs are played at noon and at 5:00 p.m. There are hundreds of tapes

(operas to pop) and the musical selections are made by Port staff.

PORT PROMENADE: The Port Promenade, a public access area inclusive of the Mission to Harrison stretch along the waterfront, was completed in 1982 with \$5 million in federal grants awarded during the Carter Administration. It is enjoyed by office workers during the lunchhour, and the scenic vista is popular with residents and tourists. The Port sponsors the noontime National Whale Boat Races at this location each May.

FIREBOAT PIER 22 1/2: The fireboats protect all docks, ships and waterfront structures in case of fire. They are also used as escort ships and add a festive touch to ceremonial functions. The small structure at the end of the promenade is the home base for the Phoenix, the fireboat made famous for saving the Marina district from fire after the '89 earthquake. The firehouse that houses the Phoenix was built in 1911 for the 1915 World's Fair and at the conclusion of the fair it was floated to its present position. SFFD staffs the fireboats and the money for their upkeep comes from the Port budget.

SOUTH BEACH MARINA: This is a Redevelopment Agency Project. It was completed in 1987 and replaced old piers once used by Matson Line for handling cargo. The facility provides 680 boat slips and various support services required of a marina and a public park. There is a long fishing and jogging pier along the side of China Basin Channel with an excellent view of the Bay. This facility is an undiscovered treasure for public access.

PUBLIC BOAT LAUNCHING AREA: The only public small boat launching area in San Francisco is located near the Bay View Boat Club at Pier 54.

AQUA VISTA PARK: Another public access location, this small fishing pier was built in 1975 and is maintained by the Port of San Francisco. There is a good view of the dry docks of the ship repair facility across the inlet. A good place to get away from the downtown area -- bring your lunch and a fishing pole.

WARM WATER COVE: This body of water lies between Pier 70 and 80. According to many fishermen, it is one of the best fishing spots in the Bay. The cove is kept warm from the discharge of water cooling equipment at the local PG&E plant. The warm water helps plants grow creating a excellent food supply for feeding fish.

PIER 98: Currently under consideration as an "official" public access location is the remnants of the old southern crossing causeway at the southern most tip of the land maintained by the Port of San Francisco. You may visit this location by traveling to the end of Cargo Way Street (off 3rd Street, near Evans Street). Fishermen currently walk out to the end of the land and fish. There is a great view of the Bay and the cargo facilities of the Port at the end of this pier.

Renting Space on Port Property

All space is rented through Tenant Services. If you wish to know what is available, or you have seen a space that interests you, call 274-0510 and ask to speak to the person in charge of that area of port property.

The Ferry Building/World Trade Center has office space available, however, no heavy retail establishments are permitted.

Parking spaces are available from the Port on a monthly basis at some areas of the Central and Southern Waterfront.

There is rarely space available in the Fisherman's Wharf area for retail establishments. No vendor licenses are available for street vendors.

There are locations available that may be rented for special parties, athletic events, meetings or conventions; check with Tenant Services for available locations.

If you wish to film a movie, take professional photographs, hold a race along the waterfront, have a party on a pier, or sell a T-shirt for charity; you must first check with Tenant Services to receive authorization and permits.

Questions Regarding Maritime Activities

If you have questions relating to ships that have

been in port, are currently in port or which are scheduled to arrive in port, call the Marine Exchange. They act as a clearing house for all shipping information in the Bay Area.

The Marine Exchange is a private company chartered in 1849 (the second oldest chartered company in California).

If you wish to communicate with someone on a ship, (either a cargo ship or a cruise ship), call the Marine Exchange for the phone number of the Agent which represents the ship. The Marine Exchange is an excellent source of historical information on the Bay Area Maritime Industry. Their records on ships which have visited the port go back to 1911. The Marine Exchange also has information on tides.

Located in Fort Mason, the Marine Exchange is open 24 hours a day, seven days a week. The telephone number for the Marine Exchange is 441-6600.

PUBLIC UTILITIES COMMISSION (PUC)

City Hall, Room 287

Commission Secretary 554-7316
Thomas J. Elzey, General Manager: 554-7316

Members	Term	Meets
5 appointed by the Mayor. Compensation: \$100 per month.	4 years	2nd and 4th Tuesdays, 2:00 p.m., City Hall, Room 282.
Appoints	General Manager and Commission Secretary	
Authority	Charter, Sec. 3.590.	
Removal	Same manner as elective officers. Also subject to recall.	

Paratransit services for those with disabilities, including HIV-related disabilities, are provided through MUNI. The MUNI system also provides space for public service announcements, including HIV education and community groups.

The Commission determines policy for all utilities owned or leased by the City. The PUC sets rates for water and Municipal Railway (MUNI) service. The General Manager, with the approval of the PUC, appoints general managers of the operating departments: Hetch Hetchy Water and Power Department, the Municipal Railway, the Water Department and six support bureaus.

Municipal Railway (MUNI)

949 Presidio

Accident Investigation & Claims 923-6018
Cable Car Museum 474-1887
Complaints, Commendations 923-6164
Elderly & Handicapped 923-6139
Accessible/Wheelchair Information 923-6142
Fast Passes (Monthly Passes) 673-6864
Information - Routes & Schedules 673-6864

Information - TTY for Hearing Impaired 923-6366
Lost and Found 923-6168
Handicapped, Discount cards 923-6070
Paratransit Borker 495-6081

The Municipal Railway manages the City's public transportation system which includes motor and trolley coaches, street cars, light rail vehicles, and cable cars.

Paratransit Services

MUNI funds door-to-door van and taxi services for qualified disabled persons. Call the Paratransit Broker at 552-7908 for information.

Riding MUNI

Wheel Chair-accessible Service

Information regarding maps and brochures showing wheelchair-accessible service is available from MUNI's Office for the Elderly and Handicapped. Call 923-6142.

Animals on MUNI

Dogs are allowed to ride on MUNI vehicles from 9:00 a.m. to 3:00 p.m. and from 7:00 p.m. to 5:00 a.m. on weekdays, and all day on Saturdays, Sundays, and holidays. Dogs (one per vehicle) must be muzzled and

on a short leash, or in a closed pet carrier. All other animals may ride at any time, but must be carried in pet carriers.

Persons boarding with an animal *must pay the same fare for the animal as they do for themselves*. The only exceptions are guide dogs for the handicapped, which may ride free at any time. These service dogs do not have to be muzzled, but they must be on a leash.

Except for dogs for the visually handicapped, the service dog's picture must appear with its owner's in the photo on the Regional Transit Connection Discount Card. Service dogs trained by the SPCA Hearing Dog Program are identifiable by their orange vest, collar, and leash. Service dogs trained by Canine Companions are identifiable by their blue and yellow backpack.

"Carry On" Items

MUNI operators may refuse to allow articles on board that could create a nuisance or cause harm. Food in open containers or poorly protected containers (such as coffee or soft drinks in disposable containers, whether covered or not) may not be allowed on board.

Bicycles are not allowed on MUNI vehicles. Other large objects may be allowed on at the discretion of the operator, but aisles and passageways must be kept clear at all times. If a baby stroller is allowed on board, the child must be removed from the stroller and the stroller bolted while it is on the vehicle.

Lost & Found

MUNI's Lost & Found department is at 949 Presidio Ave., Room 6. It is open from noon to 5:00 p.m., Monday through Friday. Phone 923-6168.

Commendations/Complaints

MUNI hopes your ride will be a pleasant one. If you think your operator has done a good job, or if you have experienced a problem, please write to the MUNI Passenger Service Department, 949 Presidio Ave., San Francisco, CA 94115, or call 923-6164, 9:00 a.m. – 7:30 p.m. on weekdays.

MUNI Fares

Exact change is necessary for cash fares—coins only, bills are not accepted. Cable cars do not require exact change.

Transfers are issued free upon request at time fare is paid. They are valid for 90 minutes to two hours for two boardings in any direction.

MUNI Fast Passes

MUNI **monthly Fast Passes** are good on all MUNI regularly scheduled service, including the cable cars, and are valid for a reduced fare to ball games at Candlestick Park and other special events.

The adult monthly Fast Pass is also good on BART and CalTrain within San Francisco.

Adult Fast Passes cover ages 18 through 64. **Youth** Fast Passes cover ages 5 through 17. (Under age 5 rides free). **Discount** Fast Passes are for seniors age 65 and over and handicapped persons.

Replacement Fast Passes are made only for recognizable, currently valid passes at 949 Presidio

Ave., Room 239; the City Hall Information Booth; or the San Francisco Water Department office at 425 Mason Street at Geary. No refunds are made for damaged or lost passes. For further information, call MUNI's Revenue Department at 923-6051.

For Fast Pass information and sales locations, call 673-6864.

For information on making MUNI Monthly Fast Passes directly available to your employees or tenants, call the Regional Transit Connection at 323-8338.

MUNI Passports

1-, 3-, and 7- Day MUNI Passports are good for unlimited rides on MUNI's regularly scheduled service, including the cable cars. The 1-day Passports cost \$6, the 3-day Passports cost \$10, and the 7-day Passports cost \$15. They are also good for a discount on service to ball games at Candlestick Park, and for discount on admission to several of San Francisco's major tourist attractions.

The 1-day passes are also sold for \$6 at the fare machines located at the cable car terminals and at California & Powell Streets.

Among the locations where Passports may be purchased are the following.

Cable Car Museum . . . Washington & Mason Streets
City Hall Information Booth Polk St. Entrance
Convention & Visitors Bureau Hallidie Plaza

Youth and seniors may be asked for proof of age. Acceptable documents are a birth certificate, driver's license, or State of California Identification Card. The document must show the person's date of birth. For seniors, a MUNI Senior Citizen Identification Card is available. For information call 626-1033.

A Regional Transit Connection **Discount Card**, allowing persons to be eligible for MUNI's discount fare, is available for disabled persons with a doctor's certificate, qualified veterans, and holders of a valid Medicare card or California Department of Motor Vehicle Placard Identification Card. A red dot in the center of the discount card allows an attendant to ride for the discount fare. For more information on the discount card program, call 923-6070.

Cable Car Museum

The Cable Car Museum, located in the cable car barn at Washington and Mason Streets, is open to visitors from 10:00 a.m. to 6:00 p.m. from April to October and until 5:00 p.m. from November to May. The Museum is closed on Thanksgiving, Christmas and New Year's Day. *Entrance is free.*

The Museum has two special viewing areas: a balcony overlooking the machinery that moves the cables, and a room where visitors can see the cables underground. The Museum has many historic exhibits, and visitors can buy a variety of cable car gifts at the Museum Shop.

Hetch Hetchy Water and Power Department

1155 Market Street, 4th Floor

The Hetch Hetchy Water and Power System provides over 80% of the water used by the Water Department. Water is collected by three major dams and reservoirs in the Sierra Nevada— Elenor (Lloyd, Cherry and the largest of the three, Hetch Hetchy located on the Tuolumne River in Yosemite National Park. From these facilities water flows through 122 miles of conduits to the San Francisco Bay Area.

The Hetch Hetchy Project is comprised of two related but separate water systems, together with their associated power components. The primary system diverts water from the Hetch Hetchy Reservoir to the San Francisco Water Department after it passes through Kirkwood and Moccasin Power Plants. A second system diverts water from Lake Lloyd to the Don Pedro Reservoir after passing through the Holm Water Plant. Water impounded in Don Pedro Reservoir is used to satisfy the Raker Act entitlements of the Modesto and Turlock Irrigations Districts.

Electric power generated at the three power plants is conveyed through approximately 165 miles of high voltage transmission lines to points of delivery to the Modesto and Turlock Irrigation Districts, and for transmission via the PG&E system to San Francisco for municipal purposes.

The majority of Hetch Hetchy employees are located at Moccasin in Tuolumne County.

Hetch Hetchy also has oversight of the Bureau of Light, Heat, and Power. The Bureau is responsible for lighting all public streets within the city and furnishes electricity, gas and steam to municipal agencies. For problems with street lights, call 554-0730.

Group tours of the system can be arranged by contacting Hetch Hetchy's General Manager in San Francisco. Telephone 554-0725.

Water Department

425 Mason Street

Emergency Service: Evenings, Weekends

& Holidays	550-4911
Opening or Closing an Account	923-2400
Correction of Billing Name/Address	923-2400
High Consumption	923-2460
Taste or Odor of the Water	872-5950
Sewer Service Charge Information	558-2171
Delinquent Accounts & Third Party Notification Program	923-2480
Water Service Charges	923-2420
Liens	923-2550
Water Rationing	923-2662

The San Francisco Water Department is responsible for storing, quality control and delivering water supplied by the Hetch Hetchy system and various local sources in San Mateo and Alameda Counties.

Local water produced from Bay Area sources by the Water Department and Hetch Hetchy water from the high Sierra is delivered into the City, mostly by gravity flow, through the Peninsula transmission mains to one of more of four terminal distribution reservoirs. From these reservoirs, the water is gravity fed, or hydropneumatically force-pumped into eight covered distri-

bution reservoirs at elevations from 135 feet to 800 feet and smaller storage tanks strategically sited at elevations from 350 feet to 900 feet. San Francisco's eleven municipal reservoirs can hold, at capacity, some 411 million gallons (1,271 acre feet).

Within the City the Water Department distributes, delivers and meters water directly to customers. Outside of San Francisco, with minor exceptions, water is delivered and metered from transmission mains to water purveyors who distribute to consumers in their service areas. The San Francisco Water Department, through wholesale deliveries, supplies 31 suburban agencies in Alameda, Santa Clara and San Mateo County – a total of over 2 million customers.

The quality of water delivered by the San Francisco Water Department is among the highest of California's domestic water systems.

Customer Service

A water bill is considered a proper charge unless a protest is made to the Water Department within fifteen days after the bill is produced. If you have a question about your bill or need customer assistance, please call the appropriate number.

Direct written Sewer Service Charge appeals to: Director of Public Works, Industrial Waste Division, 750 Phelps Street, San Francisco 94124.

Deposit

The water department may require a deposit as a condition for granting, continuing or restoring water service. When water service is granted with the understanding that a deposit is to be made, the deposit must be paid to the Department within ten days. Otherwise, the Department will discontinue water service. (If service is discontinued, a service fee will be required, in addition to the deposit, before service is restored.) The deposit will be credited to the account after twelve months of prompt payment of water service bills. If the account is closed prior to this time, the balance of any deposit remaining after settlement of the closing bill will be returned to the customer.

Payment

You may pay your bill in person between 8:00 a.m. and 5:00 p.m. Monday through Friday (except City holidays) at the San Francisco Water Department office located at 425 Mason Street.

When payment is past due on an account (i.e., not received by the Water Department within fifteen days after the bill date), the Water Department may discontinue water service. Any previous balance shown on your bill is already past due. Disputed bills should be paid under protest to avoid interruption of services. Where water service is discontinued due to non-payment, a fee will be charged.

Liens

When payment is past due on an account, a lien in the amount of the overdue charges may be created against the property where the water was used. When a lien is recorded, an administrative fee is charged and interest accrues. Removal of the lien requires payment of the administrative fee and interest charges associated with the lien as well as the overdue water and

sewer charges. Liens not paid during the fiscal year in which they were created are transferred to the Tax Collector for collection. To pay a lien which has not yet been transferred to the Tax Collector, call the Water Department at 923-2550 to determine the full amount due.

Allowances

The customer is solely responsible for all water use which occurs beyond the Department's meter. In order to encourage prompt repair of leaking pipes and fixtures, the Department may grant an allowance for a portion of an excessively high bill resulting from leaks beyond the meter. Such allowance will be granted only when the problem is reported by the customer in a timely manner, evidence clearly shows that the high bill

was caused by a leak, and repairs have been promptly made and reported to the Department. Only one allowance is allowed per year.

Water Conservation

You can do a lot to save water: An example of some of the ways you can help are listed below.

- (1) Check for leaks and make repairs promptly, especially in toilets and at faucets.
- (2) Use a broom, not a hose, to clean sidewalks and driveways.
- (3) Install low-flow shower heads, toilets, and faucet aerators.
- (4) Water your lawn and plants only when they need it.



Boards and Commissions That Set Planning and Development Policy

PERMIT APPEALS, BOARD OF

City Hall, Room 154A

Executive Director: 554-6720

Members	Term	Meets
5 appointed by the Mayor Compensation: \$15 per meeting.	4 years	Wednesdays, 5:00 p.m., City Hall, Room 282.
Appoints	Executive Director.	
Authority	Charter, Sec. 3.650.	
Removal	May be removed by the Mayor pursuant to Charter, Section 8.107.	

Often described as a "people's court", the Board of Permit Appeals was established to allow public participation in departmental decisions on permits and to grant appropriate relief from the errors and abuses of City agencies.

The Board of Permit Appeals hears and decides appeals on permits issued, denied, suspended and revoked by City departments, and has the power to reverse or modify the permits. A vote of four members is needed to override an action of a City department or the Planning Commission. The most frequently appealed decisions are new construction, alteration and demolition permits from the Department of Public Works; penalties imposed by the Bureau of Building Inspection; taxicab, massage, cabaret and place of entertainment permits from the Police Department; and restaurant permits from the Department of Public

Health. The Board also has the authority to overrule variance decisions, interpretations and determinations by the Zoning Administrator and project authorizations and exceptions for new buildings downtown by the Planning Commission.

Harvey Milk, the first openly gay commissioner, was appointed to the Board of Permit Appeals by Mayor Moscone in 1976. Subsequently, gay attorneys Rick Stokes and Jerry Berg served on the Board, the latter as President for two years. Jo Daly served on the Board 1979-80.

In 1988, Mayor Art Agnos appointed gay attorney Paul Melbostad from the Harvey Milk Lesbian & Gay Democratic Club to the Board. Commissioner Melbostad has distinguished himself as a leader on the Board opposing building permits that would result in the loss of affordable housing and apartments subject to rent control. The current Agnos-appointed Board has blocked permits to eliminate apartments renting at an

affordable rate and occupied by persons with AIDS, and instead imposed permanent rent restrictions to protect the residents of those units.

Questions regarding the Board of Permit Appeals

may be directed to its Executive Director Robert Feldman, at 554-6720, or to Commissioner Melbostad at 558-9700.

PLANNING COMMISSION, CITY

450 McAllister

Planning Commission Information	558-6414
Basic Zoning, Planning & Environmental Information	558-6377
Schedule for Commission Hearings	558-6422
Schedule for Discretionary Review Hearings	558-6319
Schedule for Variances Hearings	558-6369
Status of Permit Applications	558-6088
Status of Planning Department Applications	558-6377
Violation Complaints	588-6260

Members	Term	Meets
7; 5 appointed by the Mayor The Chief Administrative Officer and General Manager of Public Utilities serve ex-officio. Compensation: \$15 per meeting.	4 years	Each Thursday, 1:30 p.m., City Hall, Room 282.
Appoints	Director of Planning and Commission Secretary.	
Authority	Charter, Sec. 3.521.	
Removal	May be removed by the Mayor pursuant to Charter, Section 8.107.	

The City Charter provides for a City Planning Commission, composed of seven members, to provide planning and zoning policy for the City and for the City Planning Department and/or the Commission to review and approve permit applications against the Planning Code and the Administrative Code requirements.

The City Charter states it is the function of the City Planning Commission to adopt and maintain a comprehensive, long-term general plan for future improvement and development of the City. The purpose of the Department of City Planning is to assure the orderly development of the City and County of San Francisco. The Department of City Planning carries out its responsibilities through three program areas: Plans and Programs, Implementation, and Department Management.

Department activities include:

Developing and maintaining the Master Plan, including subject matter elements and area plans for specific sections of the City to provide more specific guidance for the development of the various City areas.

Formulating planning policies and standards that will ensure a quality living and working environment for San Francisco neighborhoods and districts.

Serving as an information center to assist citizens in understanding and applying to their property or to project proposals the policies of the Master Plan and provisions of the Planning Code that might affect them.

Anticipating and acting on the need for new plans, policies, and planning code changes.

Applying the approved plans, policies, Planning Code and other regulations to proposed development projects.

The Zoning Administrator, within the Department of City Planning, is responsible for interpreting, applying and enforcing the Planning Code (Zoning), reviewing building permit applications for compliance with zoning, and hearing and deciding requests for variances from the provisions of the Planning Code.

LANDMARKS PRESERVATION ADVISORY BOARD

450 McAllister, 5th Floor

Secretary to Board 558-6377

Members	Term	Meets
9 appointed by Mayor. 2 ex-officio, 1 each from the Art Commission and City Planning Commission. Compensation: None.	4 years	Meets 1st and 3rd Wednesdays, 2:00 p.m., 455 Golden Gate Avenue, Room 1158.
Authority	SF Admin Code	
Removal	Procedure not specified.	

The Landmarks Preservation Board invites proposals for lesbian and gay historically significant buildings for landmark status.

The Landmarks Advisory Board advises the City Planning Commission on preserving architecturally and historically significant buildings and making sure

that any alterations to those structures do not destroy their special character. Micheal Crow, a gay historic preservationist and founder of the Art Deco Society, was appointed by Mayor Agnos and now serves as President of the board. Inquires about the Landmarks Preservation Board should be directed to its Secretary Vincent Marsh at 558-6377.

REDEVELOPMENT AGENCY

770 Golden Gate Avenue

Executive Director 749-2458

Members	Term	Meets
7 appointed by the Mayor. Confirmed by the Board of Supervisors. 1 member must be a woman. Compensation: \$25 per meeting not to exceed \$1250 per year.	4 years	Every Tuesday, 4:00 p.m., 770 Golden Gate Ave., Commission Room, 3rd Floor.
Appoints	Executive Director and Commission Secretary.	
Authority	State Law. Health & Safety Code, Sec. 33100, et seq.	
Removal	By Mayor for inefficiency, neglect of duty, or misconduct.	

The Redevelopment Agency develops plans for areas which the City has designated as redevelopment areas.

Operating under state law, the Agency uses local funds to purchase blighted and vacant properties and rehabilitates structures or clears the land. It sells or leases land to private non-profit developers, who must develop it in conformity with established Agency standards and guidelines.

The Redevelopment Agency adopted a new statement of purpose under Mayor Agnos which puts a top priority on producing affordable housing.

In the past two years, San Francisco has ranked number one in producing affordable housing.

Under Redevelopment Agency rules, affordable housing guidelines include eligibility for lesbian and gay households on the same basis as married family households and other non-traditional households.

The Redevelopment Agency has targeted programs which specifically provide housing for those who are most vulnerable.

Among these are Hospice By The Bay, a 50-bed housing facility for people with terminal illnesses, particularly AIDS/ARC and Hope House, a 15-bed congregate housing facility for people with AIDS/ARC or who are HIV positive.

RELOCATION APPEALS BOARD

770 Golden Gate Avenue, 3rd Floor

Executive Director 749-2429

Members	Term	Meets
5 appointed by the Mayor subject to approval by the Board of Supervisors. Compensation: None unless meeting exceeds 6 hours, then \$75. Expenses.	3 years	1st Wednesday, 11:30 a.m., 770 Golden Gate Avenue
Appoints	Executive Director.	
Authority	Health & Safety Code, Sec. 33417.5; Adm. Code Sec. 24.7 & 24B.1.	
Removal	None specified. May only be removed by Mayor for cause..	

The Relocation Appeals Board investigates and hears complaints about relocation which is a result of Redevelopment Agency action. The Board recommends

action to the U.S. Department of Housing and Urban Development (HUD).



Boards and Commissions Which Set Policy for the Arts, Library, Museums, and Parks and Recreation

ART COMMISSION

25 Van Ness, Room 240

Administration & Information:	554-9671
Arts Commission Gallery, 155 Grove:	554-9682
Art House, 25 Van Ness, Room 430:	554-9679
Civic Design Committee, 25 Van Ness:	554-9671
Pops Concerts:	554-9671
Public Art Program:	554-9671
Street Artist Licensing:	554-9671

Members	Term	Meets
12 appointed by Mayor. 5 ex-officio (Mayor and Chairs of City Planning, Fine Arts, Public Library, and Recreation & Park). Compensation: None.	5 years	Meets 1st Monday – 3:00 p.m., at 25 Van Ness Ave., Room 70.
Appoints	Director	
Authority	Charter, Sec. 3.600.	
Removal	May be removed by the Mayor pursuant to Charter, Section 8.107	

The Art Commission also sponsors art exhibits by lesbian and gay artists; it solicits artists for contracts on public arts projects.

The Commission approves works of art placed on City property and, through its Civic Design committee, reviews design plans for City buildings. It manages the City art collection, the Street Artists' Program, the Neighborhood Arts Program, the Art Commission Gallery, and the Symphony Pops Concerts.

The Art Commission has long promoted access to the lesbian and gay community in a variety of ways, especially through the appointment of gay commissioners and lesbian and gay members of advisory boards, such as the State-Local Advisory Task Force and the Art Commission Gallery Advisory Board.

The Art Commission Gallery, at 155 Grove Street, has consistently included gay and lesbian artists in its shows, notably in last June's highly successful "Liquid Eyeliner." The Commission also addressed the concerns of the community during the censorship issue in the National Endowment for the Arts and made available the Gallery's outdoor exhibition site for the burial of a time capsule containing "endangered art." Inquiries about inclusion in gallery events should be

made to the Gallery Director, Anne Meissner, at 554-9682.

Gay and lesbian representation was also established on focus groups convened to formulate an arts policy plan for the City. Theatre Rhinoceros, a company renowned for presenting plays with gay and lesbian themes, hosted one of these focus group meetings. In a recent public hearing on the proposed plan held jointly by the Art Commission and the Planning Commission, eloquent testimony was provided by two representatives of the recently-formed Lavender Arts Alliance. This group asked to be in closer connection with Art Commission activities. As a result, those that were not already in the Art Commission roster of arts organizations are now included. The Lavender Arts Alliance is comprised of the following organizations:

Lesbian and Gay Chorus of San Francisco
Golden Gate Men's Chorus
Joh Sims Center for the Performing Arts
Vocal Minority
Theatre Rhinoceros
Voices

The Art Commission maintains a program called ArtHouse to locate and develop live/work spaces for artists. It welcomes any inquiries about live/work

space, or about exhibition or performance space in the neighborhood cultural centers, or other facilities in the City.

The Commission also gave its support and endorsement to the Gay and Lesbian Writer's Conference, sponsored by Outlook Magazine and held annually in San Francisco.

Neighborhood Arts Program

Administration 554-9671
 Bayview Opera House, 4705 - 3rd Street
 824-0386
 Chinatown Neighborhood Arts
 750 Kearny Street 957-1146
 Costume Bank, 762 Fulton Street 921-8722
 Mission Cultural Center, 2868 Mission Street
 821-1155
 South of Market Cultural Center

934 Brannan Street 552-2131

Center for African and African American Art and
 Culture
 762 Fulton Street 928-8546

STREET ARTISTS & CRAFTSMEN EXAMINERS

25 Van Ness Avenue, Room 240
 Director 554-9671

Members	Term	Meets
5 appointed by the Mayor. Compensation: None	2 years	2nd & last Thursday, 9:30 a.m., 25 Van Ness Ave., #240.
Authority	SF Admin Code, Sec.	
Removal	None Specified.	

ASIAN ART COMMISSION

Asian Art Museum, Golden Gate Park

Commission Secretary 668-2278
 General Information 668-8921

Members	Term	Meets
27 appointed by the Mayor from names nominated by the members of the Asian Art Commission. Compensation: None.	3 years	Call 668-2278 for meeting dates and times. Held in Commission Conference Room, Asian Art Museum..
Appoints	Museum Director and Commission Secretary	
Authority	San Francisco Administrative Code, Sec. 28.10.	
Removal	None specified. May be removed by Mayor for cause.	

The Commission determines policy for the Asian Art Museum which includes the Brundage Collection of Asian Art.

CALIFORNIA ACADEMY OF SCIENCES

Golden Gate Park

General Information 668-9671

The California Academy of Sciences is a private non-profit, scientific institution emphasizing research and education in the natural sciences. It operates a *Natural History Museum, Morrison Planetarium, Steinhart Aquarium*, and nine major research departments.

The institution is governed by a Board of Trustees elected by the Fellows of the Academy. The Board appoints the Director of the Academy, who is responsible for all management of the Academy.

The Charter states that the City must provide funds to the Academy for the "maintenance, operation, and continuance" of Steinhart Aquarium, and the City may provide funds for the maintenance of the capital plant.

Since the Academy rests on city-owned property, all buildings are the property of the City. City-related functions of the Academy are the responsibility of the Chief Administrative Officer.

FINE ARTS MUSEUMS BOARD OF TRUSTEES

Recorded General Information 863-3330
 Director of Museums 750-3661
 DeYoung Museum, Golden Gate Park 750-3600
 Legion of Honor Museum, Lincoln Park 750-3600

Members	Term	Meets
32. 30 self-perpetuating and 2 ex-officio (Mayor and Recreation and Park Commission President).	5 years	Meets in January, April, June, and October, California Palace of the Legion of Honor
Appoints	Museum Director, Assistant Directors, and curators	
Authority	San Francisco Administrative Code, Sec. 12A.4.	

The Board serves as the policy making body for the City's Fine Arts Museums: The M.H. de Young Memorial Museum and the Palace of the Legion of Honor. It is responsible for the museums permanent collections as well as special exhibits, educational programs, and

performing arts events at the Museums. Funds for the museums are provided by the City, the non-profit Fine Arts Museums Foundation, museum memberships and entrance fees.

LIBRARY COMMISSION, PUBLIC

200 Larkin Street

Commission Secretary: 557-4242
 General Information 557-4400

Members	Term	Meets
7 appointed by the Mayor. Compensation: None. .	4 years	1st Tuesday, 4:00 p.m., Lurie Room, Main Library.
Appoints	City Librarian and Commission Secretary	
Authority	Charter, Sec. 3.560.	
Removal	May be removed by the Mayor pursuant to Charter, Section 8.107.	

The San Francisco Public Library is the nation's only public library with a special collection of lesbian and gay archival material. The collection will be housed in a special room in the new Main Library at Civic Center.

The Commission is responsible for policy decisions affecting the San Francisco Public Library system, which consists of a Main Library, twenty branch libraries, seven reading centers, and a bookmobile.

Gay & Lesbian Collection

The Eureka Valley-Harvey Milk Memorial Branch offers a growing collection of popular materials by, for and about gay men and lesbians. The collection originated in 1979 as a memorial to Harvey Milk. It is a continuing tribute to his efforts to create a sense of

community among gay men and lesbians. An Advisory Committee from the community, appointed by the Librarian and confirmed by the Library Commission, meets regularly to assist in planning programs and developing the collection. The Gay and Lesbian Collection is the first in the country to be a part of a public library system and it attracts attention from all over the world.

Main Library

The Main Library is divided into five major reference departments. Information Services handles first line telephone inquiries and on-site general reference and directional requests. The Art, Music, Recreation Department, Business, Science, and Documents Department, Humanities Department, and Special Collections/San Francisco History Department are reference only departments, which provide books,

periodicals, and other materials, as well as professional staff assistance, to assist patrons with reference or research needs in a given subject area.

All adult circulating books, videos, recordings, and other materials are in the Circulating Library. The Main Children's Department offers both reference and circulating materials for children up to age 13. Other services provided in the Main Library include Project Read, the Library's adult literacy program, which offers one on one tutoring, and the Services for the Deaf & Hearing Impaired Department.

A new Main Library is being designed for San Francisco, which will be located in Marshall Square in the Civic Center, one block south of the present Main Library. The new Main will open in late 1995.

The Gay and Lesbian Center of the San Francisco Public Library. Scheduled to open in late 1995 in the San Francisco New Main Library, the Gay and Lesbian Center will be a multi-media collection about gay and lesbian history and culture, focused on California but relevant to a national audience. Among the especially notable donations to the collection are the materials and notes of author Randy Shilts and film makers Peter Adair and Robert Epstein. A VAX Imaging system will be used to scan photographs and documents for preservation on compact discs. The Center will be a part of the Special Collections Department and will include extensive archival and research materials, including books, manuscripts, documents, oral histories, and related databases.

Main Library telephone Numbers

Art, Music, Recreation	557-4525
Business, Science, Documents	557-4488
Children's Department	557-4554
Circulating Library	557-4500
Humanities	557-4545
Special Collections/S.F. History	557-4567
Project Read	557-4388
Services for the Deaf and Hearing Impaired	557-4434
TTD for the deaf	557-4433

Branch Libraries

The branch library system is comprised of six (6) resource branches, thirteen (13) neighborhood libraries, seven (7) reading centers, the bookmobile, and the Library for the Blind and Visually Impaired.

Resource Branch Libraries. The resource branch libraries, Chinatown, Excelsior, Mission, Richmond, Sunset, and West Portal, are geographically dispersed and serve diverse neighborhoods. The resource branches are open six days a week and serve neighborhood residents of all ages; some attract citywide and Bay Area usage with large collections in non-English languages. The resource branches have large collections of general materials, strong periodicals collections, comprehensive children's collections, and offer small business, financial planning, and career guidance materials. The Mission Branch has an extensive collection of Spanish language materials: Chinatown Branch serves as a major resource for Asian language materials.

Neighborhood Branch Libraries. Neighborhood branch libraries are open five days a week, and offer

general interest collections for neighborhood residents. In addition, services are tailored to neighborhood profile. The Western Addition Library offers an extensive Japanese language collection; Western Addition and Bayview-Anna E. Waden branches both offer materials of interest to the black community.

Reading Centers. Reading Centers are open four days a week and offer small collections of new and popular books for neighborhood residents. Daily newspapers, small and basic children's collections, community interest periodicals, popular paperbacks, and materials responsive to community needs, such as ethnic, cultural, or other language materials, can also be found at the Reading Centers.

Library For the Blind. The Library for the Blind serves blind, visually impaired, and print handicapped patrons with both walk-in and mail out services. Books in braille are housed at the Library for the Blind. Talking Books, a federally funded program, are available for selection at the Library or through mail out service.

Library on Wheels. The Library on Wheels bookmobile makes regularly schedules stops at low income senior centers.

Resource Branch Libraries

Chinatown	1135 Powell Street	274-0275
Excelsior	4400 Mission Street	337-4735
Mission	3359 - 24th Street	695-5090
Richmond	351 - 9th Avenue	666-7165
Sunset	1305 - 18th Avenue	753-7130
West Portal	190 Lenox Way	753-7135

Neighborhood Branch Libraries

Anza	550 - 37th Avenue	666-7160
Bayview-Anna E. Waden		
5075 - 3rd Street		468-1323
Bernal Heights	500 Cortland Avenue	695-5160
Eureka Valley - Harvey Milk Memorial		
3555 - 16th Street		554-9445
Marina	1890 Chestnut Street	292-2150
Merced	155 Winston Drive	337-4780
Noe Valley	451 Jersey Street	695-5095
North Beach	2000 Mason Street	274-0270
Ortega	3223 Ortega Street	753-7120
Park	1833 Page Street	
Parkside	1200 Taraval Street	753-7125
Potrero	1616 - 20th Street	285-3022
Western Addition		
1550 Scott Street		292-2160

Reading Centers

Glen Park	653 Chenery Street	337-4740
Golden Gate Valley		
1801 Green Street		292-2195
Ingleside	387 Ashton Avenue	337-4745
Ocean View	111 Broad Street	337-4785
Presidio	3150 Sacramento Street	
Portola	2434 San Bruno Avenue	468-2232
Visitation Valley		
45 Leland Avenue		337-4790

Library for the Blind

Library for the Blind		
1528 Fillmore Street		292-2022

RECREATION & PARK COMMISSION

McLaren Lodge, Fell & Stanyan Streets

Mary Burns, General Manager 666-7064
Permit and Reservation Section 666-7035

Members	Term	Meets
7 appointed by the Mayor (not less than 2 of whom shall be women). Compensation: None	4 years	3rd Thursday, 2:00 p.m., McLaren Lodge, Golden Gate Park.
Appoints	General Manager of the Recreation & Park Department.	
Authority	Charter, Sec. 3.550.	
Removal	None specified. May be removed for cause.	

In addition to sponsored programs ranging from the gay swim team, gay basketball to gay softball, Rec and Park has established an AIDS Memorial Grove in Golden Gate Park, a pathway dedicated to the memory of gay activist Bill Kraus, and named a recreation center after slain supervisor Harvey Milk.

The Commission sets policy for the operation and maintenance of the City's parks, playgrounds and other recreation areas. The General Manager, subject to the approval of the Commission, appoints the Superintendent of Recreation, Superintendent of Parks, Director of the Zoo and the Director of the Strybing Arboretum.

RECREATIONAL ACTIVITIES

Seventy-two Recreational Centers are located in neighborhoods throughout the city offering a variety of programs and facilities. The San Francisco Recreation and Park Department seasonally provides classes and activities available at each of the various neighborhood centers. A listing of classes and activities is available at McLaren Lodge in Golden Gate Park, neighborhood Recreation Centers and libraries.

Near the Castro neighborhood is Eureka Valley recreation Center at 100 Collingwood Street (554-9528)

Eureka Valley Center offers a broad range of recreational and athletic activities in the evening with Gay Men's Volleyball every Saturday night, Square Dancing Monday and Wednesday, Folk Dancing on Tuesday, and Wrestling Monday and Friday.

BASKETBALL

Women's basketball is Wednesday nights; men's basketball on Thursday and Friday nights. The men's team competes in the Gay Men's Basketball League. There is also Men's and Women's Wheelchair basketball.

SOFTBALL

For softball enthusiasts, there are various City-wide leagues to join, including the NAGAA affiliated Gay

Softball League, which has men's co-ed, and women's teams for open and recreational level league play. Call Tom at 431-4803, or the Recreation and Park Athletic Office at 753-7025 for information.

TENNIS

Citywide athletic facilities also include 150 tennis courts, 21 of which are in Golden Gate Park. Free group tennis classes are offered Spring through Fall.

Contact the Athletic office at 753-7032 for information on classes and court locations. Most City courts are reserved on a first come-first served basis. Players on a court must relinquish it after the current set if other players are waiting.

GOLF

There are three 18-hole and two 9-hole Municipal golf courses. All five courses have practice putting greens and Harding/Fleming also has a driving range with practice balls available for rental.

In addition, the Recreation and Park Department maintains practice putting greens at Moscone Recreation Center, Bay and Webster Streets, and at Stern Grove, 19th Avenue and Wawona Street. A free driving screen is available at Moscone (balls must be furnished by players).

GOLF COURSE	PAR	ADDRESS	PHONE
<i>18-hole golf courses:</i>			
Lincoln Park	68	34th Ave. & Clement St	221-9911
Harding Park	72	Harding Rd. nr Skyline	664-4690
Sharp Park	72	Highway No. 1, Pacifica	359-3380
<i>9-hole golf courses:</i>			
GG Park	27	47th Ave. between Kennedy Dr. & Fulton St.	751-8987
Fleming	32	2nd 9 at Harding Park	644-4690

SWIMMING

There are nine municipal swimming pools in San Francisco, conveniently located in various districts of the city. In addition to lap swims, team, and individual competitions, team training, diving, and lifeguard instruction are offered

Serious swimmers may find the Tsunami Swim Team of particular interest. This U.S. Masters Swim

Team provides an opportunity for organized swimming for fitness and competition.

The team meets two or three evenings per week and Sunday mornings. They compete in the regional U.S. Masters League and the International Gay League. For information on the Tsunamis, call 285-5659. For all other Aquatics information, call your local pool or the Recreation and Park Aquatic Office at 753-7026.

SWIMMING

POOL	LOCATION	PHONE
Balboa Pool . . .	San Jose Ave. & Havelock St. . . .	337-4701
Coffman Pool . .	Visitation Ave. & Hahn St.	337-4702
Garfield Pool . .	26th St. & Harrison St.	695-5001
Hamilton Pool . .	Geary Blvd. & Steiner St.	292-2001
King Pool	3rd St. & Carroll Ave.	822-5707
Mission Pool . . .	19th St. & Linda St.	695-5002
North Beach . . .	Lombard St. & Mission St.	274-0200
Rossi Pool	Arquello Blvd. & Anza St.	666-7014
Sava Pool	19th Ave. & Wawona St.	753-7000

BOATING

Boats are available to rent at Lake Merced, Skyline Blvd. at Harding Park. (753-1101); and Stow Lake in Golden Gate Park (752-0347).

For the more adventuresome, the South End Rowing Club (441-9523) and Dolphin Club (411-9328) provide organized rowing in club owned racing shells for club members at a nominal fee. Additionally, non-members can pay a daily use fee of \$5 to use the club's facilities at Aquatic Park, which features a weight room, sauna, shower, and handball court.

Wind surfing is also available at Lake Merced. Call 750-0412 for rentals or lessons.

HARVEY MILK CENTER FOR RECREATIONAL ARTS

Named for the late Supervisor, the Harvey Milk Recreational Arts Building, 50 Scott Street, is the headquarters of the Recreation and Park Department's Drama, Dance and Music Divisions. Tap, Jazz, African, and Ballet dance classes are offered as well as aerobic workouts. Many of these classes are also offered at neighborhood recreation centers.

The Recreation Orchestra, an ensemble of amateur musicians, rehearses here. Orchestra membership is open to the public.

The City Chorus, an amateur choral group, is also part of the Drama and Dance Division. Call 554-9523 for information..

PHOTOGRAPHY CENTER

The Harvey Milk Recreational Arts Building is also the location of the City's Municipal Photography Center. Featuring a well-maintained darkroom with forty enlargers, the Photography Center also offers first rate, inexpensive photography classes and access to a photography studio. Call 554-9522 for information.

PARKS

The department maintains more than 200 parks and squares located throughout San Francisco, foremost of which is the famous Golden Gate Park. Many of the smaller neighborhood parks are prized for their

unique character. Open space areas have been set aside and preserved throughout the City One such area of note is Corona Heights.

BILL KRAUS PATHWAY

The Bill Kraus Pathway on Corona Heights (behind Randall Museum), offers one of the most expansive views in the City. The pathway winds up a natural hillside to a plateau area perfect for a picnic. Bill Kraus was a well-respected activist in San Francisco's Gay Community. The pathway was named in his memory.

GOLDEN GATE PARK

Famed for exquisite landscaping and special gardens, Golden Gate Park offers unbounded riches for the horticultural fan.

The Conservatory of Flowers, a gem-like glass Victorian building, houses one of the world's best orchid collections as well as tropical plants and extraordinary seasonal displays. The valley in front of the building has won several landscape awards.

FORMAL GARDENS

Golden Gate Park is home to the oldest and best known Japanese style garden in the U.S. Hand crafted gates, bridges, statuary, a pagoda, tea house and gift shop complement the serene environment.

The Rose Garden, Rhododendron Dell, and Queen Wilhelmina Tulip Garden, and recently renovated Shakespeare Garden, are all world class gardens.

STRYBING ARBORETUM AND BOTANICAL GARDENS

Strybing Arboretum and Botanical Gardens comprises 70 acres within Golden Gate Park featuring 6,000 plants from around the world arranged in geographic and specialized collections. One of the areas, the Garden of Fragrance, is specially designed for the blind. The garden is filled with fragrant plants and has a tinkling water feature. Sound and smell are the elements of this gardenscape.

AIDS MEMORIAL GROVE

Just East of Martin L. King Drive near Sunset Blvd. in Golden Gate Park is the soon-to-be renovated DeLaveaga Dell, a living memorial to those lost to AIDS. The tranquil redwood grove is dedicated as a place for quiet reflection, mourning, and comfort derived from the glories of nature. To contribute to the Memorial Grove Project contact Friends of the Urban Forest at 543-5000.

PALACE OF FINE ARTS

Designed by Bernard R. Maybeck for the Panama Pacific International Exposition of 1915, the Palace of Fine Arts and its reflecting lagoon are a study in beauty and repose. The buildings house the Palace of Fine Arts Theater and the Exploratorium. The Exploratorium is a scientific wonderland where people of all ages can come and discover something about nature, science, and themselves through hundreds of exhibits which are designed to be manipulated by visitors.

CAMP MATHER

For a very affordable Sierra Mountain get-a-way, Camp Mather, the City's summer camp in beautiful

Tuolumne County provides the perfect opportunity. Located near San Francisco's Hetch Hetchy Reservoir, the rustic camp offers hiking, swimming, tennis, horseback riding and near-by fishing. Accommodations are simple rustic cabins, and a common dining room serves up excellent food cafeteria style.

Just a short drive from Yosemite National Park, Camp Mather is a popular vacation spot. Cabin reservations fill up fast each year so make plans early. Call 666-7073 for information.

FOR YOUR SPECIAL EVENT, RENT RECREATION AND PARK FACILITIES

For picnics, cocktail parties, theme parties, receptions, weddings, domestic partners celebrations or other special events consider one of the many facilities which are available for rental from the Recreation and Park Department's Permit and Reservation Section.

The telephone number for rental information is 666-7035.

Many of the facilities and park areas under the jurisdiction of the Recreation and Park Department can be reserved for various public and private functions such as group picnics for 25 people or more. Picnic areas with tables are available in parts of Golden Gate Park, McLaren Park and Sigmund Stern Grove on a reservation basis.

Sigmund Stern Grove Clubhouse (The Trocadero) and, Wawona Clubhouse, the County Fair Building, and Sharon Arts Studio in Golden Gate Park are some of

the special facilities available for meetings, weddings, receptions, and other moderate sized private gatherings.

Many of the beautiful outdoor areas – Queen Wilhemina Tulip Garden, the grounds of the Palace of Fine Arts, the very private Shakespeare Garden, or the Rose Garden and Rhododendron dell – can be booked for private gatherings for a modest fee.

Coit Tower is also available for many functions.

The San Francisco Zoo offers many possibilities for your special event. The Zoo staff works as a team in order to better serve you. The Zoo offers in-house catering with a wide variety of menus and prices to choose from. Outside caterers are welcome for many events, but the San Francisco Zoological Society retains the right to handle all beverage service for special events.

Public cultural activities may be held at Civic Center Plaza, Justin Herman Plaza, Portsmouth Square, and Union Square.

FREE CONCERTS

The Golden Gate Park Band plays free concerts almost every Sunday in Golden Gate Park at the Music Concourse, weather permitting. Concerts usually begin at 1:00 p.m.

Stern Grove is the site of a major cultural event each summer. The Stern Grove Festival offers first rate music at free concerts and shows beginning in June. On-site picnic tables can be reserved by calling 666-7035.

WAR MEMORIAL BOARD OF TRUSTEES

401 Van Ness Avenue, Suite 110

Thelma Shelley, Managing Director 621-6600

Elizabeth Murray, Executive Secretary, Assist. Managing Director 621-6600

FAX 621-5091

Members	Term	Meets
11 appointed by the Mayor and firmed by the Board of Supervisors. Due consideration given to Veterans. Compensation: None, but other benefits	6 years	2nd Thursday, 2:00 p.m., con- War Memorial Opera House, 301Van Ness Ave., 4th Floor.
Appoints	Managing Director and an Executive Secretary.	
Authority	Charter, Sec. 3.610.	
Removal	Majority of Board of Supervisors with concurrence of the Mayor.	

The War Memorial Board of Trustees is responsible for the operation, management and maintenance of the War Memorial complex which consists of the Herbst Theater and the Green Room in the War Memorial

Veterans Building, War Memorial Opera House, Memorial Court, Davies Symphony Hall and Zellerbach Rehearsal Hall. The staff serves as the booking agent for these facilities.



Boards and Commissions Responsible for City Employees Employment, Health, and Retirement Programs

CIVIL SERVICE COMMISSION

City Hall, Room 151

General Information, 44 Gough	557-4800
Job Announcements	557-4888
Employment Information	557-4889
Applications & Recruitment	557-4800

Members	Term	Meets
5 appointed by the Mayor (Not less than 1 must be a woman) Compensation: \$100 per month.	6 years	1st and 3rd Mondays, 2:00 p.m., Room 282, City Hall.
Appoints	General Manager of Personnel	
Authority	Charter, Sec. 3.660.	
Removal	Same manner as elective officials. See Charter, Sec. 8.107	

The Commission is the employment and personnel department of the City and County of San Francisco. It approves civil service rules governing applications, examinations, eligibility as determined by appropriate tests, duration of eligibility lists, appointments, promotions, transfers, resignations and lay-offs. It determines classification and reclassification of all employment positions in City departments and offices, including positions which are exempt from civil service but subject to salary standardization.

The Commission approves all personal service contracts entered into when it is not feasible for departments to use civil service employees. It is responsible for developing, establishing, maintaining and auditing performance appraisals and management performance evaluation in all City departments. It is responsible for development, implementation and

evaluation of training programs for management personnel. The Commission certifies appropriate employee organizations for bargaining purposes. It investigates charges of unfair labor practices and resolves complaints dealing with discrimination.

The Commission surveys rates of pay in the public and/or private sectors to set salaries for City employees, according to formulas established in the Charter.

Salary Standardization

The Charter's Salary Standardization provisions allows the Civil Service Commission no discretion in determining salary levels.

Each year the Civil Service Commission collects comparable wage data for selected benchmark classes of City employees.

HEALTH SERVICE SYSTEM BOARD

1155 Market Street, 3rd Floor

Administration 554-1700
Medical Claims 554-1725
Membership 554-1750

Members	Term	Meets
7; 2 appointed by the Mayor (a physician and an insurance company executive), 3 elected by membership. The City Attorney and Board of Supervisor's Finance Chair serve ex-officio. Compensation: None.	5 years	2nd Tuesday, 4:00 p.m., 1155 Market Street, 4th Floor
Appoints	Executive Director	
Authority	Charter, Sec. 3.680.	
Removal	Members appointed by Mayor may be removed by Mayor pursuant to Charter, Sec 8.107.	

This is where to go for domestic partner health insurance for city employees; this board also has the power to set reimbursement for early intervention and other health services in the health plans that cover city employees (including the college district and school district).

The Board sets policy and is an appeals board for the Health Service System, a self-funded city employees' health insurance plan. The system makes medical coverage available at the least possible cost to all City employees as well as to employees of the Community College District and the San Francisco Unified School District.

RETIREMENT SYSTEM BOARD

1155 Market Street

Information 554-1500

Members	Term	Meets
7; 3 appointed by the Mayor, 3 elected by active members of the system. The President of the Board of Supervisors serves ex-officio. Compensation: None.	5 years	2nd and last Tuesdays, 1:30 p.m., 1155 Market Street, 2nd Floor Board Room.
Appoints	Secretary-General Manager and an Actuary	
Authority	Charter, Sec. 3.670.	
Removal	Mayor's appointees may be removed by the Mayor pursuant to the Charter, Sec. 8.107.	

If you are a City employee, you may designate a domestic partner or any other individual as a beneficiary for survivor and death benefits. The Mayor's Task Force on Family Policy also recommended that domestic partners be given full eligibility on the same basis as married spouses for all retirement programs.

The Retirement System Board is the sole authority and judge of conditions under which members may

receive retirement benefits. Members of the Employees Retirement System are City employees and elected officers, except for members of the Board of Supervisors and temporary employees.

The Retirement Board governs the administration and investments of the retirement fund.

The Retirement Board also administers and self-insured workers' compensations program and Internal Revenue Code Section 457 deferred compensation program for all City employees.



BOARD OF SUPERVISORS

City Hall, Room 235

Doris M. Ward, President	554-5145
Roberta Achtenberg	554-5556
Angela Alioto	554-7788
Harry G. Britt	554-5145
Jim Gonzalez	554-5338
Terence Hallinan	554-7766
Tom Hsieh	554-5015
Willie B. Kennedy	554-5734
Bill Maher	554-5401
Carole Migden	554-4033
Kevin F. Shelley	554-4005

General Information: 554-5184

The Board serves as the one-chamber legislative body of the City and County and acts by ordinance or resolution. It enacts all local laws, adopts the budget, appropriates City funds, places Charter amendments on the ballot, sets the tax rate, and approves contracting out of services.

The Board may inquire into the conduct of any City department but may not act on matters of departmental administration.

The President of the Board of Supervisors is the member of the Board who received the highest number of votes in the preceding election. The Board Presidency changes every two years. The President presides at all Board meetings and appoint all standing and special committees of the Board. Each committee consists of three Board members.

The Legislative Process

The Board acts by ordinance or resolution. An Ordinance is a local law which the Board enacts. A Resolution is a policy statement which the Board adopts.

A proposed ordinance must be introduced by a member of the Board and referred to a Board committee for study and report. After the committee reports to the Board, the ordinance must be read and voted on at two separate Board meetings held at least five days apart. To pass, a proposed ordinance must receive a majority vote of Board members present at each meeting.

Any ordinance passed by the Board of Supervisors must be transmitted within 24 hours to the Mayor, who

has ten days to act upon it. Regulatory ordinances become effective 30 days after the Mayor's signature. Administrative ordinances are effective upon signature by the Mayor.

If the Mayor vetoes an ordinance, the Board of Supervisors may override the veto within 30 days by a 2/3 vote of all members of the Board.

An emergency ordinance may be passed with one hearing and requires a vote of 3/4 of all members of the Board of Supervisors. The Mayor has three days to act upon the ordinance. When signed, the ordinance goes into effect immediately.

Resolutions passed by the Board must also be transmitted within 24 hours to the Mayor and become effective upon signature of the Mayor. If the Mayor vetoes a resolution, the Board may override the veto within 30 days by a 2/3 vote of all members of the Board.

Legislation By Initiative

Citizens may use the initiative process to place ordinances on the ballot. The Mayor is also allowed to place ordinances on the ballot.

If approved by the voters, such ordinances may be changed only by another vote of the electorate. (Citizens may also use the initiative process to put Charter amendments on the ballot).

Board Meetings

The Board meets on Mondays at 2:00 p.m. in the Board of Supervisors Chambers at City Hall.

The Board of Supervisor's Staff

Clerk of the Board of Supervisors

City Hall, Room 235
Administration & Information: 554-5184
FAX: 554-5163

The Clerk of the Board is responsible for recording all Board proceedings and managing the office and personnel of the Board and its committees.

inquires regarding the fiscal effects of pending legislation.

Legislative Policy Staff

City Hall, Room 253
554-6664

Budget Analyst

1390 Market Street, Room 1025
554-7642

The Budget Analyst is appointed by the Board to evaluate the City budget and to respond to Board

Administrative and Legislative Assistants

City Hall, Room 253
554-6664

Each Supervisor employs a two assistants, an Administrative Assistant and a Legislative Assistant.

Board Committees

For Committee meeting days and times 554-5184

Listed below are the members of the Board Committees for 1991. The first named Supervisor is the

Committee Chair and the second named Supervisor is the Vice-Chair.

City Services

Supervisors Alioto, Achtenberg, Hsieh

Finance

Supervisors Gonzalez, Shelley, Hallinan

Economic & Social Policy

Supervisors Kennedy, Migden, Alioto

Administration & Oversight

Supervisors Hallinan, Maher, Britt

Boards and Commissions Appointed by the Board of Supervisors

The Board of Supervisors makes more than 350 appointments. The Board makes appointments to Boards, Commissions, Committees, task forces, and other entities based on Board of Supervisors Resolu-

tions, the San Francisco Administrative Code, various State of California Codes and various agreements, understandings and other legislation.

Assessment Appeals Board

Administrator, City Hall, Room 2-C, Telephone 554-6778

Members	Term	Meets
3 members and 3 alternates appointed by the Board	3 years	Call 554-6778 for date and time.
Authority	Calif. Revenue & Taxation Code, Sec. 1623.	

The Board hears appeals regarding the assessed valuation of property. Appeals may be filed with the Board between July 2 and September 15.

The Board hears and decides appeals beginning in

September and meets until all appeals have been heard.

The Clerk of the Board of Supervisors appoints the Board's Administrator.

Delinquency Prevention Commission

1095 Market Street, Room 201, Telephone 554-7630

Members	Term	Meets
19 members appointed by Board. May also appoint youth members (number not specified) for 1 or 2 year terms.	4 years	Call 554-7630 for date and time.
Appoints	Executive Director	
Authority	SF Admin Code, Sec. 20.50; Wel/Inst Code, Sec. 233.	

The Delinquency Prevention Commission is an advisory Commission which coordinates the work of governmental and private agencies to prevent juvenile delinquency.

A Gay and Lesbian Council is meeting under the Delinquency Prevention Commission auspices regard-

ing gay & lesbian youth issues. A resource book is being put together for distribution to catalogue available local services and resources for gay and lesbian youth. The DPC has also put together a "wish list" or an Agenda for Gay and Lesbian youth and developed an informational packet regarding these issues.

Telecommunications Policy Committee, Citizens

Members	Term	Meets
9 appointed by the Board	2 years	
Authority		

Committee members represent cable television subscribers and other public members, the educa-

tional community and the cable television franchise holder.

San Francisco County Transportation Authority

The San Francisco County Transportation Authority was established by Proposition B, which was passed by the voters in 1988.

Over \$100 million of tax funds have been set aside

for transit improvements under Proposition B.

The membership of the Transportation Authority consists of the members of the Board of Supervisors.

Other Board of Supervisor Appointments

Listed below is a compilation of the various boards, commissions, committees and similar entities to which persons are appointed, nominated or confirmed by the Board of Supervisors of the City and County of San Francisco. The authority under which each named entity was established follows under the name of the

entity. This information is compiled by the Clerk of the Board with the admonition that diligent effort is made to ensure that the listing is as complete as possible but recognizing that some organizations may have been omitted.

Boards, Commissions and Committees to Which Members of the Public are Appointed by the Board of Supervisors

The following are Advisory Groups and Committees to which members of the public are appointed by the Board of Supervisors.

<i>Adult Day Health Care Planning Council</i>	17 Members
Calif. Health & Safety Code, Sec. 1572.5; and SF Admin. Code Sec. 44.3, et seq.	
<i>Adult Detention, Advisory Committee on</i>	2 members
Calif. Penal Code, Sec. 4300-4305; SF Admin. Code, Sec. 13.70, et seq.	
<i>Aging, Advisory Council to the Commission on the</i>	11 members
SF Admin. Code, Sec. 5.54.	
<i>Airport Noise Committee</i>	17 members
Board of Supervisors' Resolution No. 240-87.	
<i>Alcoholism Advisory Board, City-Wide</i>	15 members
Calif. Health & Safety Code, Sec. 11805.	
<i>Animal Control and Welfare Commission</i>	(3 ex-officio) 6 members
SF Health Code, Sec. 41.1.	
<i>Audit Advisory Committee</i>	2 members
SF Admin. Code, Sec. 10.4 et seq.	
<i>Ballot Simplification Committee</i>	3 members
SF Admin. Code Sec. 5.70.	
<i>Bay Crossing Study Advisory Committee (Mayor appoints 1 member)</i>	2 members
Senate Concurrent Resolution No. 20.	
<i>Bicycle Advisory Committee</i>	11 Members
SF Admin. Code 5.130 through 5.132.	
<i>Boxing Hall of Fame, San Francisco</i>	11 Members
Board of Supervisors Resolution No. 451-85.	
<i>Central Suggestion Committee</i>	1 member, 1 alternate
SF Admin. Code, Sec. 16.113.	
<i>Child Care, Advisory Council to Mayor's Office of (Mayor appoints 7) (1 from each Supervisor)</i>	18 members
SF Admin. Code Sec. 20.62; Council Bylaws	
<i>Child Care Study Committee</i>	5 members
Memorandum of Understanding 1986-1988.	
<i>Developmental Disabilities Area Board V</i>	2 members
Calif. Welfare & Institutions Code, Sec. 4575.	
<i>Drug Abuse Advisory Board</i>	15 members
Calif. Health & Safety Code, Sec. 11964; SF Admin Code, Sec. 15.9.	
<i>Drug & Alcohol Abuse in Families, Advisory Committee on (1 from each Supervisor)</i>	11 members
Board of Supervisors' Resolution No. 354-88	
<i>Electronic Information Processing Steering Committee</i>	4 members
SF Admin. Code, Sec. 3.019.	
<i>Emergency Medical Care Committee</i>	not more than 30 members
Board of Supervisors' Resolution No. 463-69; Committee Bylaws.	
<i>Golden Gate Bridge, Highway and Transportation District (1 appointed by Mayor)</i>	5 Members
Calif. Streets & Highways Code, Sec. 27122 et seq., and City Attorney Opinion No. 79-4.	
<i>Golf Courses, Citizens Advisory Committee on San Francisco Municipal</i>	11 members
Board of Supervisors Resolution No. 69-77.	
<i>Handicapped Access Appeals Board</i>	(1 appointed by Mayor) 4 members
Board of Supervisors Ordinance 221-90; HAAB Bylaws.	
<i>Hazardous Materials Advisory Committee</i>	21 members
SF Health Code, Sec. 1105.	
<i>Library and Information System Advisory Board, Bay Area</i>	1 member
Calif. Education Code, Sec. 18747 and 18749.	
<i>Maternal, Child and Adolescent Health Board</i>	No less than 15 nor more than 30 Members
Calif. Health & Safety Code, Sec. 321.7; Board of Supervisors' Resolution No. 664-82.	
<i>Mental Health Advisory Board</i>	17 members
Calif. Welfare & Institutions Code, Sec. 5604; SF Admin. Code, Sec. 15.3.	
<i>Metropolitan Transportation Commission</i>	1 Member (Must be officer or employee of CCSF)
Commission Regulations	
<i>National Guard Advisory Committee</i>	5 members
SF Admin. Code Sec. 5.110, et seq.	
<i>Park and Open Space Advisory Committee (Mayor appoints 1 member)</i>	23 members
SF Admin Code, Sec. 5.90; Board of Supervisors Ordinance No. 303-90 & Resolution No. 667-90.	

<i>Telecommunications Policy Committee, Citizens</i>	9 members
SF Admin Code, Sec. 11.41, et seq.	
<i>Training Program Committee, City</i>	3 members
Memorandum of Understanding 1987-1989.	

Boards, Commissions and Committees for Which the Board of Supervisors Confirms Appointments by the Mayor or other Authority

<i>Airport Improvement Corporation, San Francisco</i>	Approves appointments of Board of Directors of Corp.
Corporation Bylaws.	
<i>Parking and Traffic Commission</i>	Confirms Mayor's appointments
Calif. Health & Safety Code Sec. 32657; Charter Sec. 3.698.	
<i>Parking Authority</i>	Parking and Traffic Commission members sit ex-officio
Calif. Parking Law of 1949, Sec. 5.	
<i>Port Commission</i>	Confirms Mayor's appointments
Charter Sec. 3.580.	
<i>Redevelopment Agency</i>	Confirms Mayor's appointments
Calif. Health & Safety Code, Sec. 33100, et seq.	
<i>Relocation Appeals Board</i>	Confirms Mayor's appointments
Calif. Health & Safety Code, Sec. 33417.5; SF Admin. Code, Sec. 24.7.	
<i>San Francisco Stadium, Inc.</i>	Approves appointments of Board of Directors of Corp.
Corporation Bylaws.	
<i>State Legislative Representative</i>	Ratifies Mayor's appointment
SF Admin. Code, Sec. 16.3.	
<i>War Memorial Board of Trustees</i>	Confirms Mayor's appointments
Charter Sec. 3.610.	

Boards, Commissions and Committees for which Members of the Public are Nominated by the Board of Supervisors, for Appointment by Other Authority

<i>Child Care, Advisory Council to Mayor's Office of</i>	Each Board Member nominates 1 person for appointment by Mayor
San Francisco Admin. Code, Sec. 20.62.	
<i>Comprehensive Alcohol and Drug Prevention Education Local Coordinating Committee</i>	Confirms appointments made by Superintendent of Schools
Calif. Penal Code, Sec. 13864.	
<i>Developmentally Disabled Advisory Boards at Agnews, Napa and Sonoma State Hospitals</i>	Nominates persons for appointment by the Governor
Calif. Welfare & Institutions Code, Sec. 4200.	
<i>Elections, Citizens Advisory Committee on</i>	Nominates 6 for appointment by Mayor
San Francisco Admin. Code, Sec. 5.81.	
<i>Golden Gate National Recreation Area Advisory Commission</i>	Nominates 1 rep. from CCSF government and 1 non-government rep to be appointed by Sec. of the Interior
United States Pubic Law 92-589.	
<i>Mentally Disordered Advisory Boards at Agnews, Napa and Sonoma State Hospitals</i>	Nominates persons for appointment by the Governor
Calif. Welfare & Institutions Code, Sec. 4200.	
<i>Wastewater Management, Citizens Advisory Committee on</i>	Nominates 4 for appointment by Mayor
Board of Supervisors Resolution No. 19-73.	

Boards, Commissions, and Committees to Which Members of the Board of Supervisors are Appointed or Serve Ex-Officio

<i>Advisory Business Committee</i>	Board President & 1 Member
Board of Supervisors Resolution No. 367-76.	
<i>Association of Bay Area Governments (ABAG)</i>	3 Representatives, 3 Alternates
ABAG Bylaws.	
<i>Audit Advisory Committee</i>	Board President or alternate serves ex-officio
SF Admin. Code, Sec. 10.4	
<i>Bay Area Air Quality Management District</i>	1 Member
Calif. Health & Safety Code Sec. 40221.5.	

<i>Bay Area Air Quality Maintenance Planning Policy Task Force</i>	<i>2 Members</i>
Federal Regs., DFR 51.12, 51.18, and Calif. Air Resources Board ltr of Jul. 28, 1975; Board of Supervisors File No. 33-75-6.	
<i>Bay Conservation and Development Commission, San Francisco</i>	<i>1 Member, 1 Alternate</i>
Calif. State Government Code Sec. 66620.	
<i>California Coastal Commission</i>	<i>Nominates 2 Members for appointment by Senate Rules Committee</i>
Calif. Public Resources Code Sec. 30301 and 30301.2.	
<i>Central Suggestion Committee</i>	<i>1 Member, 1 Alternate</i>
SF Admin. Code, Sec. 16.113.	
<i>Citizens Award Committee</i>	<i>Board President serves ex-officio</i>
SF Admin. Code, Sec. 16.160.	
<i>County Supervisors Association of California Board of Directors</i>	<i>1 Member</i>
CSAC Bylaws.	
<i>Disaster Council</i>	<i>3 Members</i>
SF Admin. Code, Sec 7.3.	
<i>Opportunity Council of San Francisco, Inc.</i>	<i>1 Member (appointee may select representative)</i>
Board of Supervisors Resolution No. 79-82.	
<i>Emergency Medial Care Committee</i>	<i>1 Member</i>
Calif. Health & Safety Code, Sec. 1752; Committee Bylaws.	
<i>Golden Gate Bridge, Highway and Transportation District</i>	<i>4 members of the Board</i>
Calif. Streets and Highways Code, Sec. 27122 and 27124, and City Attorney Opinion No. 97-4.	
<i>Health Service System Board</i>	<i>1 Members serve ex-officio</i>
Charter Sec. 3.680.	
<i>League of California Cities, Peninsula Division</i>	<i>2 Members</i>
League Bylaws.	
<i>Local Agency Formation Commission of the City and County</i>	<i>2 Members, 1 Alternate</i>
Calif. Government Code, Sec. 56325, 56330, 56331.	
<i>Criminal Justice Council, Mayor's</i>	<i>5 Members</i>
Board of Supervisors Resolution No. 412-82.	
<i>Mental Health Advisory Board</i>	<i>Board President</i>
Calif. Welfare & Institutions Code, Sec. 5604; SF Admin. Code, Sec. 15.3.	
<i>Metropolitan Transportation Commission</i>	<i>1 Member (need <u>not</u> be Board Member)</i>
Calif. Government Code, Sec. 66503 and 66504.	
<i>Outer Continental Shelf Board of Control</i>	<i>1 Member</i>
Board of Supervisors Resolution No. 1115-86.	
<i>North Coastal Counties Supervisors Association</i>	<i>1 Member, 1 Alternate</i>
Association Bylaws.	
<i>Paratransit Coordinating Council, Executive Committee</i>	<i>1 Member</i>
Council Bylaws.	
<i>Redwood Empire Association</i>	<i>1 Member</i>
Association Bylaws.	
<i>Retirement System Board</i>	<i>Board President, ex-officio Member</i>
Charter Sec. 3.670.	
<i>SF Economic Development Corp., Board of Directors</i>	<i>Board President or designated Board Member</i>
Corporation Bylaws.	
<i>State Legislation Committee</i>	<i>2 Members appointed by Board President</i>
SF Admin. Code, Sec. 5.7.	

Treasurer

City Hall, Room 110

Mary I. Callanan, Treasurer
Real Estate collection automated information line: 554-4408

The Treasurer is responsible for receiving, disbursing, and investing all City and County funds. The Treasurer manages the day-to-day cash flow of the City and County, directs the office of Tax Collector, and works closely with City departments to ensure timely

deposit of funds received. The Tax Collector was consolidated into the office of the Treasurer when voters passed proposition C in November 1978. The Treasurer appoints the tax collector who serves at the pleasure of the Treasurer.

Property Tax Important Reminders

Property Tax Assistance for Senior Citizens and Blind/Disabled Persons

The Gonsalves-Deukmejian-Petris Senior Citizens Property Tax Assistance Law provides direct cash reimbursement for part of the property taxes on the homes of qualified persons with total household incomes of \$13,200 or less who are either: (1) 62 or older; (2) blind, or; (3) disabled. Claims for assistance are based on the 1991/1992 property taxes. The filing period runs from May 16 through August 31, 1992. A claim **form must be filed each year** in order for the cash reimbursement to be received. Filing for property tax assistance will neither reduce the amount of property taxes owed to the County Tax Collector nor will it result in a lien being placed on the property.

Forms and Information. Claim forms or information regarding the Property Tax Assistance Program may be obtained by telephoning the Franchise Tax Board at 1-800-852-7050.

Property Tax Postponement for Senior Citizens or Blind or Disabled Persons

The Senior Citizens Property Tax Postponement Law gives qualified persons who are 62 or older, or blind or disabled and with a household income of \$24,000 or less (\$34,000 or less for those claimants who filed and qualified for the 1983/84 fiscal year) the option of having the state pay all or part of the taxes on their homes. The amount of taxes postponed must be repaid to the State of California. The postponed amount becomes due and payable when the individual moves, sells the property, or dies. The filing period for claims for

postponement of the current year's taxes runs from May 16 through December 10. A claim form must be filed each year the individual desires to have property taxes postponed.

For more information *Regarding Tax Postponement Only*, call the State Controller's Office on their toll-free telephone number 1-800-952-5661. For information regarding your tax bill, please call your County Tax Collector's Office.

Homeowners' Exemption Ineligibility Notice

If you filed a claim for the Homeowner's Property Tax exemption, you declared under penalty of perjury that you are the owner of this property and that it is your principal place of residence. You are required by law to terminate this claim if either or both of the following events occur prior to 12:01 a.m., March 1, 1991:

- (1) ownership of the property transfers to another party.
- (2) your principal place of residence changes to another location.

If you are not eligible for the exemption as of 12:01 a.m., March 1, you must so notify the assessor in writing on or before December 10 of the same year or you will be subject to payment in the amount of taxes the exemption represents, plus applicable penalties and interest.

If you have questions regarding the homeowners' exemption, please contact the County Assessor's office at 554-5515 or write to the Assessor's office, Room 101, City Hall, San Francisco, CA 94102.

Assessor

City Hall, Room 101
Richard Hongisto, Assessor 554-5502
Administrative: 554-5502
General Information: 554-5524
Assessment Standards: 554-5510
Business Personal Property Valuation: 554-5531
Homeowner Exemption: 554-5515
Real Estate Information: 554-5596

The Assessor is responsible for determining the value of all property within the City for the purpose of taxation. This includes residential, commercial, and

industrial real estate; business fixtures and equipment and boats. The office prepares the City assessment roll which is a record of all property assessments.

Community College Board of Trustees

33 Gough Street

Mabel Teng, President	239-3000
Robert Varni, Vice President	239-3000
Ernest Chuck Ayala	
Robert E. Burton	
William P. Marquis	
Rodel Rodis	
Tim Wolfred	

The Board of Governors consists of 7 members. The Board sets policy for the Community College District and appoints a chancellor to administer the District.

The Board of Trustees is responsible for the educational policies and budget of City College of San Francisco, The largest community college in the nation. City college has eight campuses and over 140 satellite class sites. The Board appoints the Chancellor of the College and also negotiates annual labor contracts with unions representing its faculty and its non-classroom staff.

Faculty and staff are covered by the City workers health plan which allows the inclusion of domestic partners as dependents for health insurance coverage. Domestic partners are also included in the bereavement leave policy of the District. Sexual orientation is included in the District's non-discrimination policy.

City College of San Francisco

Offers credit courses in over 50 major fields of interest leading to a two-year Associate of Arts degree, to transfer to a 4-year college, or to a vocational certificate. Pre-registration is required and course fees are \$6 per credit hour to a maximum of \$60 per semester. Financial assistance is available to qualifying low income students.

Also offered are non-credit courses in numerous disciplines, from personal enrichment studies such as sewing, sculpture, and foreign languages to vocational training in such areas as word processing and automotive repair.

Evening and Saturday classes are available. Course schedules can be obtained on any one of the eight campuses.

Phelan Campus	50 Phelan Avenue
Downtown Campus	Fourth & Mission Streets
Chinatown Campus	940 Filbert Street
Southeast Campus	1800 Oakdale Avenue
John Adams Campus	1860 Hayes Street
Alemany Campus	750 Eddy Street
John O'Connell Campus	106 Bartlett Street
Mission Campus	106 Bartlett Street

Gay & Lesbian Studies Department

The Gay and Lesbian Studies Department, the first such department in the country, was created in 1989. Offered in the Fall 1991 semester were the following courses:

Anthropology of Homosexuality
Gay & Lesbian Literature Survey
Homosexuality in Contemporary Film
Creative Writing: The Short Story
Career Planning
US Gay & Lesbian Reform, 1945-1991
Maintaining Sexual Well being
Issues in Lesbian Relationships
Gay Male Relationships
Gay & Lesbian Drama, 20th Century

The Courses are taught either on the City College Phelan Campus or at the Castro\Valencia classroom site in Everett Middle School at 16th & Church Streets.

Gay and Lesbian Alliance (GALA)

The lesbian and gay student organization is GALA which advocates for the needs of lesbian and gay students. GALA also provides opportunities for its members to socialize and meets weekly at the Phelan Campus during the school year. Faculty sponsors are Sarah Thomposon of the Counseling Department (239-3320) and Ed Bedacarrax of the Biology Department (239-3189).

Castro/Valencia Center

A neighborhood sub-campus is the Castro/Valencia Center operating evenings in Everett Middle School at 16th and Church Streets. Opened in 1981, the Center's course offerings are targeted primarily to lesbians and gay men. The 41 class offerings in the Fall 1991 semester included courses from the Gay and Lesbian Studies Department and, among others, the following:

Adult Children of Alcoholics
Burn-out, Renewal & Caregivers
Challenges for Women over 40
Small Business Management

Body Awareness and Recovery
Foreign Languages: French, Spanish, Italian,
Japanese
Art History
Theory & Techniques of Acting

Other Specialized Programs

Women's Re-Entry Program
Ethnic Studies
AIDS Education

Unified School District Board of Education

135 Van Ness Avenue
San Francisco Unified School District: 241-6000

Joanne Miller, President	241-6493
Tom Ammiano, Vice President	241-6493
Carlota del Portillo	
Libby Denebeim	
Dan Kelly	
Fred A. Rodriguez	
Leland Y. Yee	

The Unified School District Board of Education consists of 7 members elected for a four year term on a city wide basis. The School District is a separate government entity with its own governing board and budget.

The Board is subject to local, state and federal laws and as a Board determines policy for the public schools, pre-kindergarten through grades twelve. The Board establishes goals and objectives for the district and approves curriculum, personnel and budget.

The Board of Education meets the 2nd and 4th Tuesday of each month at 7:00 p.m. at Everett Middle School, 16th and Church Streets. The meetings are broadcast on KALW-FM, 91.7.

Key Telephone Numbers

Health Programs Office	749-3400
Gay & Lesbian Support Service	749-3400
Gay & Lesbian Parents Group	863-7266
Gay Teachers Organization	285-5078

District Attorney

	Hall of Justice, Third Floor
Arlo Smith, District Attorney	553-1752
Administration & Information:	553-1752
Family Violence Project:	821-4553
Consumer Fraud Unit:	553-1814
Victim Witness Assistance Center:	553-9044
Family Support Bureau, 291 - 10th Street:	553-4200
Ken Kady, D.A. Office:	553-1188

The District Attorney prosecutes cases in the Municipal and Superior Courts on behalf of the People of the State of California. The District Attorney is a State Constitutional Officer, and is responsible for prosecuting criminal, public corruption, consumer protection, environmental, hate crime, civil rights, domestic violence, child support and other cases involving public welfare and the safety of the community. The District

Attorney is also responsible for presenting cases to the Grand Jury. A Bureau of Investigation is maintained as an integral part of all units to both support litigation and investigate allegations of offenses brought directly to the attention of the District Attorney. The Victim Witness Assistance unit provides comprehensive support services to victims of crime.

The District Attorney has a staff of 110 Assistant District Attorneys, 42 Criminal Investigators, 50 Family Support Investigators, and 74 support staff.

HATE CRIMES UNIT

The purpose of the Unit is to prosecute hate crime cases (misdemeanors and felonies: brought forth by the SFPD. Hate crimes include those of religious, sexual, sexual orientation, and racial nature).

FAMILY VIOLENCE PROJECT

Hall of Justice Project Office: 552-7750
1001 Potrero Avenue Project Office: 821:4553

The Family Violence Project office at the Hall of Justice assists all victim's of domestic violence through advocacy, court process and the criminal justice system. The Potrero Avenue office focuses on projects regarding domestic violence issues, formulates and writes policies and procedures, puts together manuals for groups such as law enforcement, medical personnel, and conducts a national media campaign on domestic violence.

Both offices offer phone counseling and referrals. The office located the the Hall of Justice has facilities for walk-ins; the Potrero office is primarily administrative.

Regarding matters of gay violence, both offices will counsel and can give referrals to other agencies.

CITIZENS UNITED AGAINST VIOLENCE (C.U.A.V.)

HOTLINE: 864-SAFE (864-7233)
Project Director: 864-3112

C.U.A.V. Provides counseling and advocacy for victims of anti-gay/lesbian violence, but does NOT provide legal services. The agency works with, and organizes issues pertaining to anti-gay/lesbian violence. C.U.A.V. Documents and collects statistics of anti-gay/lesbian violence, trains safety monitors for community events, and provides sensitivity training for organizations such as the SFPD and MUNI regarding gay/lesbian issues.

C.U.A.V. sponsors a Speakers Bureau which schedules presentations to increase awareness of the organization and the services available.

In conjunction with C.U.A.V., counseling services are provided for gay men in domestic violence situations (MOVE and Gay Men's Domestic Violence Project) and for lesbians in domestic violence situations (Woman, Inc.). These services can be contacted through the HOTLINE or Project Director.

City Attorney

City Hall, Room 206

Louise Renne, City Attorney 554-4216

General Information: 554-4283

Chief Assistant, Dennis Aftergut: 554-4213

Public Information Officer, Delia Schletter: 554-4317

FAX (City Hall) 554-7716

The City Attorney's Office is the City's in-house General Counsel. The Office provides legal advice and representation to the Mayor, the Chief Administrative Officer, the Board of Supervisors and the 94 departments, boards, bureaus and commissions that conduct the civil business of the City and County of San Francisco. The Office drafts or approves the form of all legislation considered by the Board of Supervisors as well as all of the City's contracts and bond issues. The City Attorney represents the City where a question of procedure in hiring, firing or promotion is at issue. The Office also advises the City on its multi-million dollar commercial and entrepreneurial enterprises in connection with the operations of the City-owned Port, Airport, Water Department, electric generation facility and transit system.

In addition to its advisory duties, the Office defends the City against all civil suits filed against it. The Office also processes all claims or money or damages made upon the City and County except those filed against the Port, Airport and the PUC.

What Kind of Suits

Suits against the City include tort, civil rights and breach of contract actions which expose the City to, literally, billions of dollars in damages. Such claims and disputes can range from the mundane—a slip and fall on a city sidewalk—to more serious claims, such as one charging police brutality, to crucial policy matters—such as the method by which the City will increase the number of City contracts awarded to women and minority-owned businesses.

How We Protect Gays and Lesbians

The Office has played an important role in securing the protection of gay and lesbian rights. The City Attorney helped draft the ordinance which outlawed employment discrimination on the basis of sexual orientation.

The office later entered the Western Union case to protect that ordinance from attack. The City Attorney assisted in formulating and implementing the policy which extended health benefits to domestic partners

and dependents of City employees as well as a program which permits transfer of sick and vacation leave credits to catastrophically ill employees.

The Office also actively pursues lawsuits to ensure that the state provides Medi-Cal reimbursements for AIDS treatments, thereby assuring their continued availability in City-owned facilities.

Service Programs

Bureau of Claims and Investigations

One of the ways in which members of the public have direct contact with the City Attorney's Office is through the filing of a claim for property damage or personal injury allegedly caused by the City. Claims are filed with the Controller's Office. Located in the City Attorney's Office, the Bureau of Claims and Investigation investigates and processes most of these claims. Recent managerial improvements have drastically reduced the amount of time claimants must wait for final depositions or settlements.

Code Enforcement Task Force

The Code Enforcement Task Force was established to make enforcement of the City's various building and health and safety codes more efficient and responsive to community needs—particularly the need to deal with the growing drug problem in the City's neighborhoods.

The Task Force is comprised of top level personnel and inspectors from seven code enforcement agencies—Health, Planning, Police, Fire, Building, the District Attorney and the City Attorney's Office. The Task Force meets monthly to compare complaints received by the separate agencies and to plan group inspections of properties where violations of multiple codes are suspected. A suspected "crack house" or illegal auto repair operations are ideal targets for this coordinated agency approach.

During the past year, the Task Force's Drug Abatement Program succeeded in closing down over two dozen drug operations and over a dozen illegal auto repair facilities where other actions had failed. The program also helped residents and neighbors of two Tenderloin hotels eliminate drug dealing activities from their premises.

If your neighborhood has a problem which threatens its quality of life and which would benefit from the intervention of the Code Endorsement Task Force, please call: 554-3887.

City Attorney's Infant Care Center

The City Attorney Work Site Infant Care Center, located in its Fox Plaza facility, is the first child care facility of its kind licensed in the State of California. It is also the first day care center operated for City employees. The program is fully self-supporting, with all expenses being paid by the fees collected from participating parents.

City employees with children between the ages of 6 weeks and 24 months who are interested in work site day care should call 554-3979 for further information.

Hiring Policy

The City Attorney's Office is dedicated to a policy of equal opportunity in employment to all persons without discrimination on the basis of race, religion, sex, national origin, ethnicity, color, age, physical handicap, sexual orientation, marital status, medical condition, or the conditions of Acquired Immune Deficiency and AIDS and AIDS Related Complex (ARC).

The Office's affirmative action efforts include outreach programs into the gay and lesbian communities. Its staff of attorneys, paralegals and support personnel currently includes numerous gays and lesbians.

Public Defender

Jeff Brown, Public Defender 555 - 7th Street
626-6878
Public Defender Office, 555 - 7th Street: 553-1671
Juvenile Division - 375 Woodside: 753-7600

The Office of the Public Defender represents individuals charged with crimes who do not have money for their own counsel.

The Public Defender is located at 555 - 7th Street (between Bryant and Brannan). The Juvenile Office is located at 375 Woodside Avenue.

The office represents individuals charged with felony, misdemeanor, juvenile, mental health, and parent custody cases. An individual is entitled to representation if the court has made a determination that he or she cannot afford counsel.

The office also represents individuals interested in sealing, receiving pardons, certificates of rehabilita-

tion, and dismissals after conviction. If you are interested, please call Louise Winterstein at 553-9659.

Questions about criminal cases and potential criminal law problems can be directed to Robin Levine at 553-9300 or Ron Albers at 553-9329. All inquiries will be dealt with on a confidential basis.

The office has a large complement of bilingual attorneys and investigators. The office is ethnically diverse and employs lesbian and gay people at all levels.

The Public Defender's Office is committed to justice to all people, and it is uncompromising in that commitment.

Sheriff's Department

Michael Hennessey, Sheriff

City Hall, Room 333

554-7225

Civil Office: 554-7235

San Francisco is the only county in California with common City and County lines. Law enforcement duties are divided between the San Francisco Police Department, which performs routine street patrol duties, and the San Francisco Sheriff's Department, which administers four county jails, three jail alternative facilities, all civil matters and provides security for all city and county courts.

The Department employs approximately 460 deputy sheriffs and seventy civilian personnel.

An ethnic/gender profile of the Sheriff's Department reflects Sheriff Michael Hennessey's commitment to recruit new deputies from all of San Francisco's diverse communities. The department has the highest representation of women and minorities of any major law enforcement agency in the nation—over 60% of total sworn staff.

Recruitment drives occur every two to three years, and Sheriff has made lesbian and gay deputies an integral part of the Sheriff's official recruitment team.

Training for San Francisco Sheriff's Deputies is a continuing process. After completing a five week Department Jail Operations course, deputies spend 19 weeks at a state certified police academy; advanced officer training is then made available to every officer.

The San Bruno Program Facility

This Facility provides learning opportunities for 300 sentenced county jail prisoners in a unique direct supervision-style facility. Instructors and teachers are provided through the Sheriff's Department, foundation grants, and a local college.

Literacy development, adult basic education and GED preparation are emphasized, with vocational training available in such areas as print press opera-

tions, automotive mechanics and horticulture programs.

The Eviction Assistance Program

This Program assists thousands of elderly, handicapped and indigent evictees every year by coordinating services with dozens of community assistance agencies. Since 1980, Eviction Assistance has helped over 10,000 evictees and landlords deal with the trauma of eviction.

Sheriff's Work Alternative Program (S.W.A.P.)

This Program has become a hallmark in the community since its creation by Sheriff Hennessey in 1982. Minor offenders clean up neighborhoods, wash graffiti off buses and pick up litter along our freeways—literally working off their debt to society while easing crowding in our county jails.

During 1990, 4,200 SWAP workers generated 225,000 work hours for the community and paid \$113,347 in administrative fees.

Work Furlough

Work Furlough is a minimum security facility allowing qualified inmates to serve their county jail sentences while continuing to work, attend school or perform child care. These minor offenders sleep at the Work Furlough facility, pay the City for administrative costs, and receive counseling on alcohol and drug abuse, employment upgrading and family unification.

In 1980, Sheriff Hennessey created the first women's work Furlough program; construction is now under way at the Hall of Justice to increase the program's 64-bed male and female capacity to 320 beds.





COURTS

The judicial system of the City and County of San Francisco operates, as do all California cities and counties, under state law. In general, there are two broad categories of courts, the Appellate Courts and the Trial Courts.

Appellate Courts

The appellate courts are: the California Supreme Court, California Courts of Appeal (six districts), and Appellate Department of Superior Court. As a rule, appellate courts are concerned with *alleged errors of law* made in trial courts. In certain cases appellate courts may have original jurisdiction. The first District Court of Appeals meets in San Francisco and has five divisions.

The judges of the California Supreme Court and the California Court of Appeals are appointed by the Governor. After being appointed, the judges are subject to retention elections at the completion of each 12 year term.

Trial Courts

The Superior Court and the Municipal Courts are trial courts. Trial courts generally hear disputes between litigants and are concerned with issues of fact and law.

Superior and Municipal Courts each elect a presiding judge from among their members. The presiding judge assigns cases to individual judges and oversees court administration.

Each court has a clerk and staff to process and record all cases filed with the courts. The clerk of the

Superior Court is the County Clerk and the clerk for the Municipal Court is the Clerk-Administrator.

Trial Juries

Jurors rolls for all trial courts are randomly selected by computer from the records of the Registrar of Voters and from drivers license lists. Jurors for both the Municipal and Superior Courts are supplied by a single system. Jurors selected for Trial Juries, with few exceptions, must serve ten days. Trial juries normally consists of 12 persons.

LAW LIBRARY BOARD OF TRUSTEES

Members	Term	Meets
11, including 3 judges of the Superior Court, 6 attorneys, self-perpetuating, and 2 ex-officio (presiding Judge of the Superior Court and the Mayor)	Indefinite	Once a year, more often as required.
Appoints	Librarian	

The Law Library Board of Trustees is responsible for the management of the Law Library in City Hall, Room 436 and the Financial District Branch, 685 Market Street, Room 420 The California Business and Professions Code requires each county to maintain a law library. The Librarian is appointed by the Board of Trustees.

Superior Court

Civil Division – City Hall, 4th Floor
Criminal Division – Hall of Justice
Superior Court Judges: 554-5150

Judges of Superior Court

John Dearman, Presiding Judge
Paul H. Alvarado
Raymond J. Arata

Ira A. Brown, Jr.
William J. Cahill
Maxine M. Chesney

Alfred G. Chiantelli
John A. Ertola
Richard P. Figone
David Garcia
Isabella H. Grant
Ina L. Gyemant
Daniel M. Hanlon
Donna J. Hitchens
Maria-Elena James
Stuart R. Pollak
Alex Saldamando

Edward Stern
Roy L. Wonder
Ollie Marie-Victoire
Carlos Bea
Jack K. Berman
Thomas Dandurand
Laurence D. Kay
Lenard Louie
Lucy K. McCabe
Raymond D. Williamson, Jr.

There are 28 Superior Court Judges who are elected to six year terms. Vacancies are filled by appointment by the Governor.

The Superior Court hears felony cases, civil cases involving more than \$25,000, divorce proceedings, probate matters, adoptions, and guardianships. It is responsible for the administration of the Adult Probation department, the Juvenile Court, and the County Clerk's office.

GRAND JURIES

The Superior Court is responsible for Grand Juries. Each year the City and County of San Francisco must summon two 19 member Grand Juries: a Civil Grand Jury and an Indictment (criminal) Grand Jury.

Civil Grand Jury

The Civil Grand Jury is an advisory body selected at random partly from jury rolls and partly from persons nominated by Superior Court judges. The Civil Grand Jury investigates the City and County government operations and officials and reports its findings to the Mayor, Board of Supervisors, Chief Administrative Officer, concerned departments and the press.

Indictment Grand Jury

The Indictment Grand Jury is selected at random from jury rolls. This Grand Jury investigates criminal cases referred to it by the District Attorney. It holds pre-indictment hearings and may bring indictments.

ADULT PROBATION DEPARTMENT

Hall of Justice, 880 Bryant Street, Room 200
Arlene Sauser, Chief Adult Probation Officer
553-1704

The Adult Probation Department operates under the authority of the Superior Court. The Court Judges appoint the 7 members of the advisory Adult Probation Committee and the Chief Adult Probation Officer.

The Presiding Judge appoints the one lay member of the *County Parole Commission*. The other members are the Sheriff and Chief Probation Officer.

The Adult Probation Department is a state mandated department which is required to investigate, report and recommend to the court prior to sentencing on all convicted felons as well as on all drug diversion referrals. It also is charged with the supervision and enforcement of court ordered conditions of all offenders placed on probation.

The Investigation Division is focusing on changing its Domestic Violence Diversion Report to better identify high risk cases. Emphasis is placed on a systems approach which includes the Court, District Attorney, and treatment providers.

The Community Services Division has initiated a new program of intensive services to women probationers who are pregnant or have small children, aimed at breaking the arrest cycle.

Board of Parole Commissioners

Members	Term	Meets
5 appointed by the Mayor.	4 years	2nd Wednesday, 5:30 p.m., 170 Otis St.
Appoints	Chief Adult Probation Officer	

THE JUVENILE COURT

The Juvenile Court is a department of the Superior Court. The Juvenile Court is presided over by a Superior Court Judge who is appointed for an indeterminate period by the Presiding Judge.

The Presiding Judge of the Juvenile Court is aided by 2 Commissioners and a Hearing Officer for traffic and truancy cases. The judge appoints the Chief Probation Officer who is responsible for overseeing the San Francisco Youth Guidance complex including Juvenile Hall. The Court appoints the 17 members of the advisory *Juvenile Justice Commission*.

Juvenile Probation Commission

375 Woodside Avenue
Fred E. Jordan, Jr. Chief Probation Officer
Commission Secretary 753-7800

Members	Term	Meets
7 appointed by the Mayor.	4 years	2nd Wednesday, 5:30 p.m., YGC, 375 Woodside Av.
Appoints	Chief Probation Officer	

The Juvenile Probation Department is responsible for providing services to youth under the age of 18 who come to the attention of law enforcement officials for law violations and status offenses (beyond parental control, runaway, truant).

The department is composed of the Probation Services Division, which investigates cases and provides supervision of youth; Juvenile Hall, which provides short-term secure custody for youth awaiting court hearings; Log Cabin Ranch, which provides long-term care and rehabilitation for young men sent

there by the Juvenile Court. All divisions work with community based agencies and other public agencies to provide services—educational, social services, job training—to youth and their families.

THE COUNTY CLERK

City Hall, Room 317

Criminal Division Information 553-1896
 Civil Division Receptionist 554-4114
 Psychiatric Court 821-8094
 Youth Guidance Center 753-7730

The County Clerk prepares an index of proceedings filed in the Superior Court, issues all processes and notices required by the Court, and is represented at all sessions of the Superior Court. The County Clerk also issues marriage licenses and Domestic Partnership Certificates.

Municipal Court

City Hall, 3rd Floor: 554-4521

Traffic Division, 850 Bryant Street, Room 101: 553-9456

Adult Probation Department, 880 Bryant Street: 553-1687

Juvenile Justice Commission, 375 Woodside Avenue: 753-7790

Judges of Municipal Court

Lee D. Baxter
 Jerome T. Benson
 Anne Bouliane
 George T. Choppelas
 Joseph A. Desmond
 Herbert Donaldson
 Wallace P. Douglass
 Charles J. James
 Donna Alyson Little
 William J. Mallen

Dorothy von Beroldingen
 Tomar Mason
 Perker L. Meeks, Jr.
 Mary C. Morgan
 Philip J. Moscone
 J. Dominique Olcomendy
 Ronald Evans Quidachay
 Lillian K. Sing
 Julie Tang
 Diane Wick

There are 20 Municipal Court Judges who are elected to six year terms. Vacancies are filled by appointment by the Governor.

The Municipal Court hears misdemeanors, local

infractions not charged as felonies, and civil cases up to \$25,000.

The Municipal Court sits as a Small Claims Court for cases up to \$1,500 and administers the Traffic Court.





APPENDICES

APPENDIX A

SERVICES AVAILABLE FOR PEOPLE WITH HIV AT THE DEPARTMENT OF SOCIAL SERVICES

The San Francisco Department of Social Services provides a variety of income support programs, social services and public medical insurance benefits to city residents with HIV disease and AIDS. Below is a short description of these services and benefits. Please call the appropriate phone number if you have any questions about a particular program.

IN HOME CARE

The In Home Supportive Services Program (IHSS) arranges for in-home assistance (including shopping, cooking, cleaning and bathing) to help clients remain safely in their own homes. People with AIDS who already have a caretaker may be able to receive reimbursement for the caretaker's services through the IHSS program. SSI/SSP recipients and individuals who are 65 or over or are certified blind or disabled are eligible for IHSS benefits. To receive IHSS services, individuals must meet certain income and financial resources criteria. For more information call 557-5251. The program is located at 170 Otis Street, 4th floor.

INCOME ASSISTANCE

The General Assistance (GA) program provides assistance to persons who have a very limited or no source of income, and are not living with dependent children. Single persons receive up to \$341 in benefits per month, and most GA clients also receive Food Stamps (see below). An SSI Advocacy Unit at the GA office assists disabled GA clients, including people with HIV disease, in the application process for federal benefits. You may apply for GA benefits at 1440 Harrison Street from 7:30 to 11:00 a.m. and from 1:00 to 3:00 p.m., Monday through Friday. There are GA specially trained to help clients with AIDS/ARC. Intake workers are also sometimes stationed at the San Francisco AIDS Foundation.

Clients who are ill can avoid standing in line by calling the GA program directly at 558-1095 to set up an appointment with the Intake worker, or by calling the San Francisco AIDS Foundation at 864-5855, or through a hospital social worker. Individuals who are too ill to apply for GA may request a home visit by a GA Intake worker. For more information, call 558-1095.

Food Stamps are available to low income individuals and families. To be eligible for Food Stamps, applicants must meet income and resources criteria. To sign up for the program, come to 1440 Harrison Street from 8:00 a.m. to 11:00 a.m. and 1:00 p.m. to 3:00 p.m., Monday through Friday. Clients who are disabled can avoid standing in line by calling 558-1202 to set up an appointment with an Intake Worker. Individuals who are too ill to apply for Food Stamps in person may have an authorized representative apply for them. For more information call 558-1000.

Food Stamp Intake Workers are also stationed at the San Francisco AIDS Foundation. Call the AIDS Foundation at 864-5855 and ask to speak with the on-duty Social Worker in the Client Services Department. A Social worker will interview you over the phone to find out if you may qualify for Food Stamps. If you do, the social worker will make an appointment for you or your authorized representative to come to the AIDS Foundation offices to fill out the Food Stamp application.

If you receive SSI (Supplemental Security Income) you cannot also receive Food Stamps since SSI includes a Food Stamp funded grant for food.

The Aid to Families with Dependent Children (AFDC) program provides financial assistance, Medi-Cal benefits and Food Stamps to families with children. A family of three can receive up to \$663 per month in AFDC benefits in addition to Food Stamps. To sign up for AFDC, come to 170 Otis Street, 1st floor between 8:00 a.m. and 5:00 p.m. Monday through Friday. If you are too ill to come in for an appointment, please call 557-5721 to set up a home visit with an Intake Worker. For more information about the AFDC program call 557-5721 or 557-5723.

Medical Coverage

The state Medi-Cal program pays all or part of the medical bills of people who are unable to afford needed medical care. Most people with AIDS and HIV will need to prove that they are disabled according to state guidelines in order to be eligible for Medi-Cal. People who are certified by their doctor as having AIDS can get presumptive eligibility for the program. To be eligible for Medi-Cal, individuals must also meet certain income and financial resources criteria.

Medi-Cal generally pays the cost of AZT, aerosol pentamidine and other drugs recognized for treating HIV. To sign up for benefits, come to 150 Otis Street, 1st floor between 8:00 a.m. and 11:00 a.m. or 1:00 p.m. and 3:00 p.m. Monday through Friday. If you are too ill to apply for Medi-Cal in person, you can send a representative to start the process. For more information, call 863-9892.

Housing and Homelessness Prevention

The Homeless program provides short term housing in hotels and shelters to individuals and families who meet specific criteria. The program also helps clients access transitional and permanent housing, food,

clothing, counseling, health services and entitlement program benefits as appropriate. Multi-Service Centers located at 1001 Polk Street and 525 - 5th Street provide shelter and a variety of support services to homeless clients. For more information call 557-6201.

Protective Services

Adult Protective Services provides assistance to remedy or reduce danger to adults who are physically or mentally incapable of managing their daily activities or are unable to protect themselves from others. For more information call 557-5230. To report adult abuse call 557-5251.

APPENDIX B

MAYOR'S TASK FORCE ON THE HIV EPIDEMIC

Appointed in January, 1989, the Mayor's Task Force on the HIV Epidemic was the first Mayoral task force in the nation to involve a public-private partnership in making recommendations to alter the course of the HIV epidemic. It included a broad cross-section of the community, from government, business, religious, and community organizations. It was also the first San Francisco Mayor's Task Force to include people with HIV to speak for themselves.

In two years of site-inspections, hearings, and meetings, the Task Force completed a comprehensive overview of San Francisco's public and private sector responses, with an analysis of financial needs, and recommendations. The Task Force's inclusionary approach and recommendations have been hailed as a national model.

Many of the recommendations have since become policy at the local level, and have galvanized new participation in lobbying for changes in state and federal policies and funding.

Following completion of the report, the Task Force's work has moved into new phases. The business community has taken on new leadership in federal lobbying for AIDS funding, notably through the Ryan White AIDS/CARE Bill funding. The recommendation that San Francisco establish a "Standards of Care" committee, in the absence of a similar federal standards committee, has been implemented and issued guidelines to physicians and health care providers for early intervention strategies. With the backing of the Task Force, the city has lobbied for a change in state law to permit a pilot clean needle exchange program. The San Francisco school district now has adopted a policy to permit distribution of condoms in public schools.

Estimates on funding needs are being reviewed in light of changes in recommendations for dosages of AZT, new pricing, and new information on early treatment. Other new cost factors since the report was issued include fast-tracking of new treatments, changes in the definition of AIDS which affect federal Medicaid programs, and release of state bond and other funding sources for housing.

Information on the Task Force, and copies of its December 1990 report may be obtained from the chair and Special Assistant to Mayor Agnos for HIV Issues, Dr. Donald Francis, Office of the Mayor, City Hall, Room 200, San Francisco, California 94102.

TASK FORCE MEMBERS

Frank D. Alvarez, Medical Center Administrator, Chief Executive Officer, Kaiser Permanente Medical Center.

Jon Cole, PWA Hotline.

Mary Corwin, Women's AIDS Network.

Martin Delaney, Co-Executive Director, Project Inform.

Libby Denebeim, member, San Francisco Board of Education.

Landy F. Eng, President, C.B.C. International.

Kathleen V. Fisher, Esq., Managing Partner, Morrison & Foerster.

Mary Floey, R.N., President, California Nurses Association.

Michael Foo, Minority Coalition on AIDS.

James M. Foster, Health Commissioner.

Carlton Goodlet, M.D., Editor & Publisher, Sun Reporter.

Shirley Gross, MPH, Executive Director, Bayview Hunters Point Foundation.

Sandra Hernandez, M.D., Director, Office of AIDS, Health Department.

Rabbi Robert Kirschner, Temple Emanu-El.

Anita Kline, M.S.W., Social Workers AIDS Network.

Rep. Nancy Pelosi, U.S. Congress

Most. Rev. John Quinn, Archbishop of San Francisco.

Lee. C. Smith, President, Levi Strauss International.

Ahimsa Sumchai, M.D., practicing physician.

Rt. Rev. William E. Swing, Bishop, Episcopal Diocese of California.

Paul Volberding, M.D., Director, AIDS Activities Div
and Chief Medical Oncology Division, San Francisco
General Hospital.

Carolyn Wean, Vice President and General Manager,

KPIX.

Timothy R. Wolfred, Psy.D., Former Executive Direc-
tor, San Francisco AIDS Foundation.

Mason Wong, Equitable Finance Co.

APPENDIX C

SAN FRANCISCO DECLARATION OF DOMESTIC PARTNERSHIP



We declare under penalty of perjury:

1. We have an intimate, committed relationship of mutual caring;
2. We live together (see definition on the other side of this page);
3. We agree to be responsible for each other's basic living expenses (see definition on the other side of this page) during our domestic partnership; we also agree that anyone is owed these expenses can collect from either of us;
4. We are both 18 or older;
5. Neither of us is married;
6. Neither of us is related to the other as a parent, brother or sister, half brother or sister, niece, nephew, aunt, uncle, grandparent or grandchild;
7. Neither of us has a different domestic partner now;
8. Neither of us has had a different domestic partner in the last six months (this last condition does not apply if you had a partner who died; if you did, cross this out).

We declare under penalty of perjury under the laws of the State of California that the statements above are true and correct.

Signed on _____, 19____ in _____

Signature _____ Print Name _____

Signed on _____, 19____ in _____

Signature _____ Print Name _____

YOU MUST ALSO FILL OUT THE OTHER SIDE OF THIS FORM

DECLARATION OF DOMESTIC PARTNERSHIP

1. Definitions:

"Live together" means that the two of you share a place to live. You don't both have to be on the rental agreement or deed. It is okay if one or both of you has a separate place somewhere else. Even if one of you leaves the place you share, you still live together as long as the one who left intends to return.

"Basic living expenses" means the cost of basic food and shelter. It also includes any other expense which is paid by a benefit you or your partner gets because of the partnership. For example, if you get health insurance from your job, and the insurance covers your partner, you will be responsible for medical bills which the insurance does not pay. You don't have to split basic living expenses to be domestic partners. You just have to agree to provide these things for your partner if he or she can't provide for him or herself.

2. Address: Each of you should fill in your mailing address here:

Name _____

Address _____

City, State & Zip Code _____

Name _____

Address _____

City, State & Zip Code _____

3. The Last Step: To finish setting up a domestic partnership, you must EITHER:

- (1) File this form with the San Francisco County Clerk; or
- (2) Sign this form in front of a Notary Public and have the Notary fill in the notarization at the bottom of this page.

To be able to file this form with the County Clerk, one of you must work in San Francisco OR both of you live together in San Francisco (see explanation below).

- ☐ Check here to state that one of you works in San Francisco.
☐ Check here to state that you live together in San Francisco.

You don't have to check either space if you finish setting up your domestic partnership by getting this Declaration notarized.

4. Notarization: Use only if you do not file the Declaration with the county clerk

State of _____

County of _____ ss.

On this _____ day of _____ in the year 19____, before me _____

personally appeared _____, personally known to me (or proved to me on the basis of satisfactory evidence) to be the persons whose names are subscribed to this instrument, and acknowledged that they executed it.

Notary Public

APPENDIX D

DOMESTIC PARTNERSHIP INFORMATION SHEET

Prepared by The American Civil Liberties Union of Northern California

NOTE: THIS ISN'T LEGAL ADVICE; ONLY A LAWYER CAN GIVE YOU THAT.

Take a moment to read this before you sign.

THIS MAY NOT DO ALL THE THINGS YOU WANT . . .

A domestic partnership isn't the same as a marriage. For instance unless you have a will, your partner won't get your property if you die. A domestic partnership won't make sure that your partner has the legal right to take care of you if you get sick. It doesn't mean that your partner and you have a right to each other's pay or property. There are other things you may want to do to protect your relationship. Look at "OTHER THINGS TO DO" below.

THIS MAY DO THINGS YOU HADN'T COUNTED ON . . .

A domestic partnership creates legal rights and duties. For example, you have to make sure that your partner has food and a place to live if she or he can't get those things. Look at "YOU HAVE COMMITMENTS" below. If you file your declaration with the County Clerk, it will be a public record. Anyone can look at it. Look at "OTHER THINGS TO THINK ABOUT" below.

YOU'VE GOT TO DO IT RIGHT . . .

It's easy to start a domestic partnership, but you need to do it right. Look at "HOW TO DO IT" below.

OTHER THINGS TO DO . . .

A Will

To make sure your partner gets your property when you die, you need a WILL or another estate planning tool done by a lawyer. There are do-it-yourself books on wills. It is safer to get legal advice, but using a good do-it-yourself book is better than trying to do a will on your own, and much better than delaying.

A Medical Power of Attorney

The only way to be sure that your partner can be in charge of your care if you get sick is for you to do a DURABLE POWER OF ATTORNEY FOR HEALTH CARE. These are easy to fill out. The San Francisco

Medical Society has free forms for this, and many lawyers do them also.

Property and Pay

If you and your partner buy anything together, state law on property owned by two people will cover it. A domestic partnership has no effect on property ownership. It does not, for example, give you any right to property which your partner pays for. A domestic partnership does not give you or your partner any rights to each others' pay. Relationship contracts can do these things. If you want to know more about your rights, get legal advice.

Benefits

This law sets up a system which companies, stores, other businesses, and unions may use to include domestic partners in family discounts, leave policies, health plans, etc. But it doesn't make anyone give any benefits to Domestic Partnerships. If you want your employer or another business to accept domestic partnerships, you'll have to get them to agree to do it.

YOU HAVE COMMITMENTS . . .

Basic Responsibilities

If you sign a domestic partnership, you promise to make sure that your partner has basic food and shelter. This means that he or she doesn't have food or can't afford his or her part of the cost of the place where you live, you must pay for these things.

It's a Legal Duty

If your partner can't get food or shelter for herself, she or he can make you get them. She or he could get a court order. If someone else gives your partner food for credit, for example, they can get you to pay. The same goes for your partner's part of the cost of the place where you live.

Be Careful With Welfare and Public Assistance

Domestic Partnerships won't affect State Disability Income (SDI) or Social Security Disability Insurance (SSDI). The Department of Social Services (DSS) says Domestic Partnerships won't affect benefits under the programs it runs. These include Medi-Cal, AFDC and GA. It shouldn't affect SSI. But some lawyers worry that it might affect both DSS programs and SSI. If either you or your partner gets public assistance (or if you might in the future) you may want to find out before you sign how a domestic partnership might affect these and other programs.

HOW TO DO IT . . .

There are two ways

If you live in San Francisco, or if you work here, you can set up a domestic partnership with the County Clerk. Anyone can set up a domestic partnership using a Notary Public.

County Clerk

To set up a domestic partnership with the county clerk, you and your partner must both sign the form (the "Declaration of Domestic Partnership"). Both of you must then bring the form to the clerk's office. After you pay \$35, the clerk will file the form and give you a Domestic Partnership Certificate.

Using a Notary

To set up a partnership with a notary public, you and your partner must take the form (the "Declaration of Domestic Partnership") to a Notary Public. You must go together. Both of you must sign the form in front of the notary. You must then give a copy of the signed form to a witness. The witness can be the notary or it can be someone else you pick.

Ending a Partnership

A Domestic Partnership ends when: (1) one of the partners dies; (2) one of the partners sends the other a Notice For Ending A Domestic Partnership; (3) one of the partners gets married; or (4) the partners stop living together. The county clerk has instruction on how to end a domestic partnership.

YOU MUST READ THIS BEFORE YOUR SIGN

To be domestic partners, you and your partner must live together (see below for an explanation of what this means), be 18 or over, and you must agree to be responsible for each other's basic living expenses (this is also explained below). Neither of you can be married to anyone and neither of you can have a different domestic partner. If either of you had a different domestic partner before, you have to wait six months after the old domestic partnership ended before you can set up a new one. You don't have to wait if your old partnership ended because your partner died. You can't be related to your partner as a parent, as a child, a sister or a brother, an aunt, an uncle, a niece, a nephew, a grandparent or a grandchild.

"Live Together"

"Live Together" means that the two of you share a place to live. You don't both have to be on the rental agreement or deed. It is okay if one or both of you has a separate place somewhere else. Even if one of you leaves the place you share, you still live together as long as the one who left intends to return.

"Basic Living Expenses"

"Basic Living Expenses" means that cost of basic

food and shelter. It also includes any other expense which is paid by a benefit you or your partner gets because of the partnership. For example, if you get health insurance from your job, and the insurance covers your partner, you will be responsible for medical bills which the insurance does not pay. You don't have to split basic living expenses to be domestic partners. You just have to agree to provide these things for your partner if he or she can't provide for him or herself.

APPENDIX E

HOW TO GET A JOB WITH THE CITY AND COUNTY OF SAN FRANCISCO

What's Available?

Call us 24 hours a day (415) 557-4888 for a recorded message listing City and County of San Francisco job openings or come to the office at 44 Gough Street to review the list of all job classifications and fill out a courtesy card which will notify you when a specific classification opens for filing.

City and County of San Francisco

San Francisco is a city on the front lines of economic growth, urban development, social issues and change and is moving forward with a vision and desire to heighten the quality of life for San Franciscans and citizens of the greater Bay Area. Our employees play an important role in the future of San Francisco.

The City and County of San Francisco employs over 28,000 individuals in over 1,600 different job classifications. City employees provide direct services to a diverse population through activities such as maintaining city streets and buildings, and providing public health services and public transportation.

The City and County of San Francisco hires employees based on a merit system and conducts examinations to ensure that employees are hired and promoted on the basis of merit and fitness for the job, and provides equal employment opportunities for all persons regardless of race, ancestry, color, national origin, religion, age, sex, marital status, physical handicap, or medical condition.

The Examination Division of the Civil Service Commission provides assistance to the public and to city departments by recruiting qualified applicants, developing and administering examinations, and establishing eligible lists from which departments may hire and/or promote individuals.

Job Announcement

The selection process begins with the posting of a job announcement. The job announcement describes the general duties, salary, type of examination, and the job-related areas that may be tested. There are over 1,600 different job classification. Each classification is open for filing applications separately and is tested separately. You may file an application for a classification only when it is open for filing.

Job announcements and applications are available at 44 Gough Street, San Francisco, CA 94103. Job Announcements are also posed at City Hall, Room 151.

Applications

Applications are distributed and accepted when a job announcement is posted.

STEP 1. READ the entire job announcement, giving special attention to filing requirements, time limits, and minimum qualifications. Filing periods vary, so it is important to apply as soon as possible. The job announcement is your guide to successful completion and filing of your application.

STEP 2. FILL OUT the application and any supplemental forms required. When filling out the application, it is critical that you demonstrate your ability to meet the minimum qualifications by giving clear, concise and complete information.

STEP 3. RETURN the application and any required attachments to the location listed on the job announcement within the filing dates stated on the announcement.

It is important that you inform the Examination Division of any address changes. Once your application has been submitted, you will be notified by mail of your eligibility to take the examination.

Examination

The City and County of San Francisco administers a variety of examinations, designed specifically for each job classification, which test the knowledge, ability and skill levels required for successful job performance. Our examination may include one or more of the following components:

Written Examination – Used to test candidate's technical and/or general knowledge. Written examinations typically include items such as multiple choice, fill-in-the-blank, and short answer questions.

Performance Examination – A panel observes and rates candidates as each performs job-related activities. A performance examination may involve typing a letter, preparing an architectural blue print, paving a parking lot, or other job-related activities.

Assessment Center – This examination method places a candidate in simulated work situations. For example, a candidate may be asked to make an oral presentation, participate in a group discussion, demonstrate writing skills and/or participate in a prioritizing exercise. Assessment Centers are generally used for administrative and management positions.

Reasonable accommodations will be made to facilitate the participation of disabled candidates in the examination process. If you qualify to take the examination, please notify the Examinations Division prior to the examination of any special needs you may have. You should call the phone number located at the top of the job announcement or the Telecommunication Device for the Deaf (TDD) at (415) 775-9484.

Additional information concerning Employment Programs for Severely Disabled; Clerical Examinations; Policy & Listing of Accredited Colleges and Universities; Policies concerning Veterans Preference; Arrest and Conviction; High School Diploma Equivalents; Certification; and Information on acceptable documents to prove identity, and authorization to work in the United States are available from CSC Examination Division at 44 Gough Street.

Eligible List and Certification

After you have successfully passed the examination, your name will be placed on an eligible list in rank order according to your final score. This eligible list is used to fill vacancies in the job classification by selecting from the top three available eligibles.

All employees are required to comply with the Immigration Reform and Control Act of 1986 by presenting documents to verify identity, and authorization to work in the United States.

Employment Program for the Severely Disabled

The City has established a program which allows a qualified person who has been certified as severely disabled to become a permanent City employee without participating in the Civil Service examination process. Please contact the Equal Employment Opportunity Unit at (415) 554-4736 or TDD at (415) 554-4600 for further information.

Employee Salary and Benefits

SALARY

- Competitive and normally adjusted yearly in accordance with prevailing rates.

HOLIDAYS

- 14 paid holidays.

VACATION

- 1 to 5 years of service = 10 days per year
- 5 to 15 years of service = 15 days per year
- after 15 years of service = 20 days per year

SICK LEAVE

- 13 days per year

OTHER BENEFITS INCLUDE:

- Retirement Plan for permanent employees
- Deferred Compensation Program
- Social Security
- Health Insurance (choice of various plans)
- Dental and Disability Insurance programs available at employee's cost
- Credit unions
- For some employees, city provides uniforms, protective clothing and foul weather gear.
- Tuition Reimbursement Program (for permanent employees)

For Further Information Call:

Examination Division, 44 Gough Street 557-4800
TDD call 775-9484

Equal Employment Opportunity Unit, Room 151, City Hall, 400 Van Ness Ave. 554-4736
TDD call 554-4600

Certification Unity, Room 52E City Hall, 400 Van Ness Ave. 554-4352

All information contained in APPENDIX E is subject to change.

APPENDIX F

How to File a Citizen Complaint

OFFICE OF CITIZEN COMPLAINTS

Who Are We

The Office of Citizen Complaints is a civilian-staffed office which was established for the purpose of investigating citizen complaints of alleged misconduct by San Francisco Police Officers.

Personnel in the OCC are not police officers and are not responsible to the Chief of Police. The Director of the OCC is appointed by the Police Commission. The rest of the personnel are appointed by the Director. No employee in the OCC has ever been a San Francisco police officer.

The Office of Citizen Complaints is located at 555 Seventh Street, between Bryant and Brannan, San Francisco, California 94103. Our telephone number is (415) 553-1407.

What We Do

We investigate citizens' allegations of misconduct by the San Francisco Police Officers;

We recommend that the Chief impose discipline when the results of our investigations indicate that an officer has engaged in misconduct;

We hold investigative hearings into complaints when requested by either the complainant or the officer when the Director determines that a hearing would facilitate the fact-finding process;

We gather statistics and make reports to the Police Commission which may include recommendations that departmental policy or procedure be changed; and,

We keep Police Department Command personnel informed of the patterns of behavior of officers and thereby assist with the training of officers to ensure that such conduct does not recur.

If You Decide to File Your Complaint Without Our Help

If you cannot come into our office, there are several things you must remember to include in your account of what happened:

The day, date time and exact location of the incident;

The officer's name, badge number, and physical description;

Witnesses names, addresses, and telephone numbers, and license numbers for any vehicles involved in the incident;

Any other Evidence you feel may be important like copies of citations, photos, medical records, and whether you have injuries.

How and Where to Make A Complaint . . .

The most effective way to file your complaint is to come into our office. This will allow our investigators to personally interview you and to do a thorough job of completing the initial, and most important, phase of our investigation of your complaint.

You may call the OCC at (415) 553-1407 and request that a citizen complaint form be mailed to you. The form may then be returned to our office postage pre-paid.

You may call our office 24 hours a day. After hours, in emergencies, our answering service will have an investigator call you immediately. This is especially important in cases of serious misconduct and allegations of unnecessary force where there are serious visible injuries.

If you go to a police station, or write a letter to the Chief of Police, Mayor, Member of the Board of Supervisors, Police Commission, or other city official, *you do not have to re-file your complaint with us.* but if you do, *please tell us!* This will avoid unnecessary repetition of paperwork and will expedite the processing of your complaint.

You may write a letter describing the conduct you observed.

All officers are required to receive citizen complaints. You may go to any of nine District Police Stations which are open and available 24 hours a day.

Finally, you may file your complaint by telephone, although this is the least preferred method. You may be asked to come to our office at a later date for a follow-up interview or additional investigation.

Anonymous Complaints

The Office of Citizen Complaints does receive anonymous complaints. Anonymous complaints will be treated with the same importance as any other complaint; however, the Police Commission has determined that anonymous complaints cannot be sustained without corroborating evidence such as witnesses.

Your Complaint Makes a Difference!

Your complaint goes into the officer's complaint file where it stays for seven years, even if we cannot sustain it. In the event this behavior is repeated, the department can take corrective action to help the officer alter the offending behavior.

We are aware that you feel strongly about your experience or you would not have taken the trouble to register a complaint, but without adequate evidence, we cannot prove all complaints.

The OCC Hearing Process

What Are Hearings?

Investigative Hearings are held following the conclusion of an OCC investigation at the request of either the complainant or of the officer when, in the opinion of the Director, a hearing would facilitate the fact-finding process.

Hearings have been structured to operate in an atmosphere which is as non-adversarial as possible. The legal, technical rules of evidence do not apply; there is no direct or cross examination of witnesses as there would be in court.

The Hearing is *not* a court or a substitute for a court of law. A hearing will not affect your legal rights in any way. The investigative hearing officer, which is not a member of our staff, and who has had no previous contact with your case, will decide only the facts of your

case. The facts are then applied to the applicable departmental rules and procedures, by the Director who will then decide whether to sustain the allegations contained in your complaint.

Preparing for Your Hearing

When we have completed an investigation of your complaint, and the investigator has submitted a final report to the Director, a letter will be mailed to you which will indicate our findings.

You will have ten (10) days within which to decide whether you want a hearing, and to submit your request to the Director. The Director will review your request, and if it is granted, we will mail you a notice of the date and time of the hearing.

Should you so desire, you may make an appointment to review the investigator's report in the OCC office. You may make notes, but confidentiality requirements of state law prohibit the making of a copy.

Complainants and officers have the right to have a representative present during all parts of the hearing. Representatives are not mandatory, but you are encouraged to bring one. Your representative may be a friend, family member, an attorney or anyone else who is not a witness in your case.

If you need an interpreter, one can be provided for you at no charge if you advise us as soon as possible before your hearing date.

Should you want a representative, you must procure your own. The OCC will not represent you, recommend a representative, or present any evidence at the hearing.

It is important that you attend your hearing, given if you did not request it. Your absence may cause evidence to be lost which could completely change the outcome of your case.

MEMORANDUM NUMBER ONE

"Officers of the San Francisco Police Department recognize that it is their duty at all time to act legally and properly; to show compassionate respect for the dignity of the individual and to treat every person of whatever social position, race, creed, or lifestyle with courtesy and respect."

APPENDIX G

DOMESTIC PARTNER HEALTH INSURANCE ELIGIBILITY

Beginning with the benefit year starting July 1, 1991, employees covered under the Health Service System may enroll their domestic partners for coverage under the System. In order to qualify for coverage of the domestic partner, the employee and his or her domestic partner must complete, sign, and file with the Health Service System an affidavit which includes the following basic requirements, among others:

- 1) They have executed a Declaration of Domestic Partnership (available from the County Clerk at

City Hall) and filed such form with the County Clerk or have had it notarized and witnessed, both conforming to the requirements of Chapter 62 of the San Francisco Administrative Code. A copy of the Declaration or a certificate must be submitted with the affidavit. The requirements of the declaration in addition to those listed separately or superseded below are as follows:

- a. both the employee and the domestic partner have reached age 18;

- b. neither is married or has had another domestic partner within the previous six months, unless that domestic partnership terminated by death;
- c. neither would be prevented under California law from marrying the other as a result of blood relationship.
2. All statements made at the time that the Declaration of Domestic Partnership was entered into remain true and both members intend them to remain true indefinitely.
3. Both members maintain the same principal place of residence and intend to continue to do so indefinitely.
4. Both members are economically responsible to third parties for each other's expenses for food, shelter, and medical care and this shall remain the case for at least as long as the non-employee domestic partner is covered by the Health Service System.

Employees intending to cover domestic partners under the Health Service System should understand that as a result of applicable federal and state law, coverage of the domestic partner may not be eligible for

pre-tax treatment under the City's Section 125 plan and this may result in imputed income to the employee. Additionally, the domestic partner will not be eligible for the continuing coverage though the Health Service System under the federal group continuation law known as "COBRA" or other applicable law upon the happening of certain circumstances.

Domestic partners are eligible to be enrolled only during the annual open enrollment period and are subject to the rules on the commencement of coverage that apply to all dependents.

In addition, children of enrolled domestic partners are eligible for Health Service System coverage under conditions substantially the same as those governing children of employees or their spouses.

HOW TO ENROLL

An employee must obtain from the Health Service System an Affidavit for Enrollment of a Domestic Partner and a Health Service Enrollment Application. These forms must be completed and returned to the Health Service System, along with proof of the Declaration of Domestic Partnership during the open enrollment period which ends on June 7, 1991.

APPENDIX H

A GIFT OF TIME: TRANSFER OF SICK LEAVE AND/OR VACATION CREDITS TO CATASTROPHICALLY ILL EMPLOYEES

(This APPENDIX is a reprint of a Civil Service Commission brochure of the same title.)

Reaching out to the needs of catastrophically ill employees of the City and County of San Francisco, the San Francisco Board of Supervisors has enacted Ordinance 114-90. This ordinance allows City and County employees to donate a portion of their accumulated sick leave or vacation credits to catastrophically ill co-workers.

How Can I Be the Recipient of Another's Sick Leave or Vacation Credits?

Before you can be granted a donation of sick leave or vacation time from another City and County employee, it first must be determined that you are suffering from a catastrophic illness. Catastrophic illness, as defined by this ordinance, means:

- You must have sustained a life-threatening illness or injury;
- This illness or injury prevents you from returning to work for at least 30 days; and
- You must have previously exhausted all of your available paid sick, vacation, compensatory and in-lieu time.

Application For Catastrophic Illness Status. If you believe you meet these conditions, the first step is to fill out an Application For Catastrophic Illness Status and submit it, along with any supporting medical records, to the Personnel Office of the Department of Public Health. Application forms may be obtained from the Department of Public Health, Personnel Office, 101 Grove Street, Room 212. Telephone 554-2580. During the review of your application, you may be requested to provide additional medical documentation, and/or to submit to a medical examination by a physician in order to help determine if you qualify for catastrophic illness status.

Medical confidentiality. Until the Department of Public Health has decided whether you meet the definition of catastrophically ill, all information regarding your application will be kept strictly confidential and will not be revealed. Any medical records submitted to help support your application will remain confidential at all times.

What Happens if My Application is Approved?

If your application is approved you will be assigned a Recipient Identification Number. This number keep your identify confidential. However, employees certified as catastrophically ill can identify themselves and make their Recipient Identification Number known to

other employees in order to take advantage of the sick leave and vacation benefits available for transfer by co-workers. Employees wishing to make a gift of their sick leave or vacation credits are required to choose a recipient for their donation from a list of Recipient Identification Numbers which will be maintained and periodically circulated by the Department of Public Health.

All sick leave or vacation credits you receive from another employee will be credited to you as sick leave only. In any given pay period, you may not receive transferred sick leave or vacation credits totaling more than 100% of your normally scheduled hours for such a pay period. The maximum number of hours you may receive for any single catastrophic illness is 3,120 hours (78 weeks).

Maintaining your catastrophic illness status. In order to continue to qualify as catastrophically ill, you may from time to time be required to submit to a specified examination and/or supply further documentation of your current medical status.

What Happens if My Application is Denied?

If you determine not to be catastrophically ill under the definition of Ordinance 114-90, you have the right to appeal the decision. The Department of Public Health will notify you in writing explaining the reasons for their decision, as well as the procedures for filing an appeal. It is not necessary to exhaust the appeals process before re-applying for catastrophic illness status; a new application may be submitted after observing a 30-day waiting period from the day that your application was denied.

How Can I Donate My Sick Leave or Vacation Credits to a Catastrophically Ill Employee?

To donate sick leave or vacation credits to another City and County employee, you:

- Must not be catastrophically ill;
- Must be eligible to accumulate and use sick leave and vacation credits;
- Must retain a minimum of 64 hours sick leave for your own personal use.

In order to donate, you must complete a Donor's Vacation/Sick pay Transfer form which is available from your departmental Payroll/Personnel office. On the form you must specify the amount of sick leave or vacation credits you wish to donate and the special Recipient Identification Number of a co-worker that has been designated catastrophically ill. The Department of Public Health will maintain, reproduce and periodically circulate a list of Recipient Identification Numbers in order that donors may easily specify a beneficiary of their sick leave or vacation credits.

The maximum donation you may make during any given pay period is 80 hours (2 weeks); the maximum donation you may make per calendar year is 480 hours (12 weeks). Sick leave/vacation hours must be transferred in 8-hour increments and may be transferred only once per pay period, per recipient. All transfers are final and irrevocable.

Your Sick Leave and Vacation Credits Are Not For Sale

Sick leave and vacation credits, granted to each employee through their service to the City and County of San Francisco, cannot be sold, bartered or traded to any other employee under any circumstances. The only provision for affording another employee a portion of your sick leave or vacation credits is under the stipulations of this ordinance. There are no exceptions.

For Further Information...

If you would like further information regarding Ordinance 114-90, copies are available for inspection in your departmental Payroll/Personnel Office.

APPENDIX I

HOW TO FILE A DISCRIMINATION COMPLAINT AS A CITY OR COUNTY EMPLOYEE

If you work in the private sector, contact the Human Rights Commission regarding complaints of discrimination.

Equal Employment Opportunity Unit – Role and Purpose

The Equal Employment Opportunity (EEO) Unit of the Civil Service Commission investigates complaints of discrimination filed by City and County employees or applicants for employment. The authority to investigate such complaints stems from Section 3.661(c) of the San Francisco Charter and Section 1.03F of the Civil Service Rules.

The investigative role of the EEO Unit is that of an objective third party, representing neither the complainant (employee), nor the respondent (department).

Complaint Process

BASIS:

Discrimination complaints submitted for investigation must be based on one or more of the following: RACE, RELIGION, SEX, NATIONAL ORIGIN, ETHNICITY, AGE, PHYSICAL HANDICAP, POLITICAL AFFILIATION, SEXUAL ORIENTATION, ANCESTRY, MARITAL STATUS, COLOR, MEDICAL CONDITION (cancer-related), or ACQUIRED IMMUNE DEFICIENCY (AIDS) or AIDS RELATED CONDITION (ARC).

Actions complained of may include the following: DENIAL OF EMPLOYMENT, TRAINING, PROMOTION, REASONABLE ACCOMMODATION (for PHYSICAL HANDICAP, RELIGION, AIDS, or ARC); TERMINATION, LAY-OFF, CONSTRUCTIVE DISCHARGE, DEMOTION, DISCIPLINARY ACTION, HARASSMENT, WORK ASSIGNMENT(S) AND SEXUAL HARASSMENT.

Other issues, such as disagreement regarding Department rules or regulations affecting working conditions, may be subject to review through the Employee Grievance procedure.

FILING;

A letter specifying in detail the basis of discrimination and the discriminatory action taken must be sent to:

Mr. John Walsh
General Manager, Personnel
City Hall, Room 153
San Francisco, CA 94102

Ideally, the letter of complaint should include the following information:

1. Name, address and daytime phone number.
2. The basis for complaint: i.e., race, religion, etc.
3. The discriminatory action: i.e., denial of employment, training, promotion or reasonable accommodation; termination; etc.
4. The date(s) the action(s) in question took place.
5. The City and County department and work unit accused of discrimination.
6. The names and classifications of the individuals accused of discrimination.
7. The names, classifications and daytime phone numbers of any witnesses to the alleged discriminatory action.
8. A detailed explanation of the sequence of events which you believe to be discriminatory.
9. The specific action you are seeking in order to correct the alleged discrimination.

If you are a current city and county employee, please also include your current civil service classification and status, the department where you are employed, and the length of time you have been employed with the City and County of San Francisco.

FILING DEADLINE;

Letters of complaint must be filed within 30 calendar days of the date the discriminatory action took place, or within 30 calendar days of the date the employee should have first become aware of the violation. Therefore, time is an important factor when filing a complaint with the Civil Service Commission.

INVESTIGATION:

Upon review of the letter of complaint by the General Manager, the complaint will be referred to the EEO Unit for investigation. The complaint will be assigned to an investigator. *The investigator will then contact the person filing the complaint, either by mail or phone, to schedule an intake interview.* Intake interviews afford the investigator an opportunity to clarify the issues involved and also allow the person filing the complaint an opportunity to present the complaint in more detail.

The investigation includes reviewing and obtaining copies of relevant documents such as personnel files, attendance reports and performance evaluations, interviewing co-workers and supervisors, and other actions considered necessary in order to obtain relevant information.

It is important to remember that the individual who brings forth the complaint is responsible for substantiating the charges. Therefore, it is necessary to cooperate with the investigator by providing any written material, names of individuals to interview, or any other information which would assist the investigation.

During the intake interview, the entire complaint process will be explained in more detail by the assigned investigator. Any questions regarding the process can be asked during the intake interview.

APPENDIX J

FAMILY POLICY TASK FORCE UPDATE

August 1991

On June 13, 1990, the Task Force issued its report - *Approaching 2000: Meeting the Challenges to San Francisco's Families*. The Task Force made twenty-five recommendations concerning the City as an employer, the City as a provider of services, and the City as contractor, included among these recommendations were proposals regarding domestic partnerships, each of which was endorsed by Mayor Agnos.

First, the Task Force called for the creation of a family registry to register extended and alternative families, as well as a separate registry for committed couples. In November 1990 the voters of San Francisco passed "Proposition K," which provides for the registra-

tion of persons in domestic partner relationships. As of August 1, 1991, approximately 800 couples had registered. A proposition to repeal the domestic partners registration ordinance will appear on the November 1991 ballot.

Second, the Task Force recommended that the Health Commission issue a written policy regarding hospital visitation. On June 19, 1990, the Health Commission memorialized and supported a policy for San Francisco's public and private hospitals which permits visits from persons with significant but not legally recognized relationships to patients, such as domestic partners, and to the children and other

relatives of such persons, on the same basis that they allow visits from other family members and to encourage all hospitals to embody this policy in writing.

Third, the Family Policy Task Force made recommendations affecting City workers who have domestic partners. These recommendations were broader than previous legislation, as they recommended not only modification to the City's bereavement leave policy, and providing health insurance coverage for domestic partners of City employees, but also establishing an unpaid family care leave so that employees would be able to address serious family issues such as the health condition of a domestic partner. These leave recommendations were forwarded by Mayor Agnos to the Civil Service Commission for approval.

On October 15, 1990, the San Francisco Civil Service Commission approved rule changes modifying bereavement leave to include leave for the death of a domestic partner and including domestic partners in a new family care leave policy. The commission also adopted the Task Force's broadly inclusive definition of "family"¹ as governing the employment policies of the City and established religious leave for City employees.

Mayor Agnos also forwarded the Task Force's report to the Health Service Board and recommended that it take action on the Task Force's health insurance recommendations. The proposal to provide domestic partner health insurance was adopted by the Health Service Board on April 5, 1991. The Board of Supervisors approved the proposal on May 7, 1991, and Mayor Agnos signed the measure on June 21, 1991. Expanded health benefits began on July 1, 1991, with approximately 150 domestic partners signing up for coverage.

Jerome Davis, Staff 252-2504

¹The Task Force defined a "family" as a:

"unit of interdependent and interacting persons, related together over time by strong social and economic bonds and/or by ties of marriage, birth and adoption, whose central purpose is to create, maintain, and promote the social, mental, physical and emotional development and well being of each of its members."

This definition was originally developed by the Department of Family Health Care Nursing of the University of California at San Francisco.

APPENDIX K

REGIONAL PUBLIC TRANSIT INFORMATION

Major Bay Area Transit Agencies

For information on San Francisco & East Bay Public Transportation refer to *BART & BUSES, A guide to Public Transportation from BART*. This is a free publication available from Bay Area Rapid Transit, telephone 464-6000.

The Metropolitan Transportation Commission publishes a *Regional Transit Guide* — a comprehensive guide to transit in the Bay Area. The guide is available for \$3.95. For information on sales locations, call 464-7738.

MUNI's latest *San Francisco Street and Transit Map*, showing MUNI transit routes, streets, important features, and regional transit connections, is available for \$1.50 at many retail outlets throughout the City.

For information on the major public transit services in the Bay Area, contact the following agencies.

AC Transit 839-2882
Alameda-Contra Costa Transit District—serves San Francisco and Treasure Island; and Oakland, Berkeley, and other East Bay communities.

Airport Service
Airporter 673-2433
Service to the San Francisco International Airport.

SamTrans 1-800-660-4287
Alameda/Oakland Ferry 522-3300
Amtrak 1-800-872-7245
BART 788-2278

Bay Area Rapid Transit District—serving San Francisco and the East Bay.

CalTrain 1-800-558-8661

Regional rail service for San Francisco, the Peninsula, and San Jose.

Central Contra Costa Transit Authority 676-7500

Golden Gate Transit 332-6600

Serves San Francisco, and Marin and Sonoma Counties. Ferry service to Larkspur and Sausalito.

Greyhound/Trailways 558-6789

Red & White Fleet 1-800-229-2784

Ferry service to Sausalito, Tiburon, and Vallejo.

SamTrans 1-800-660-4287

San Mateo County Transit District—serves San Francisco, San Mateo County, and Palo Alto

Santa Clara Transit 965-3100

Santa Clara County Transit District

WestCAT 724-7993

Western Contra Costa County

Union City Transit 471-1411

Vallejo Transit 1-707-648-4666

Regional Transit Connection Passes, Tickets, and Transfers

MUNI sells 1-, 3-, and 7-Day **MUNI Passports** which are good of unlimited rides on MUNI's regularly scheduled service, including the cable cars.

An **AC Transit** monthly pass with a valid MUNI sticker is honored the same as a Fast Pass, except that it is not valid on BART or CalTrain.

The "**BART Plus**" ticket is a BART ticket and a pass good on MUNI and other Bay Area transit services for

half-month periods. The ticket is sold at eight different prices depending on the rider's need for BART service. On MUNI, the ticket is honored the same as a Fast Pass, except that it is not good for free BART service within San Francisco.

The ticket is also honored by AS Transit, BART Express Buses, the Contra Costa County Connection, the Dumbarton Express, SanTrans, Santa Clara County Transit, and Union City transit. Riders should call those transit agencies for the conditions of the ticket's use on those agencies' services.

CalTrain monthly ticket holders can purchase a Peninsula Pass at CalTrain ticket offices. The Peninsula Pass (which includes a MUNI logo) is honored the same as a Fast Pass, except that it is not valid on BART.

The **Vallejo Ferry** monthly pass is honored the same as a Fast Pass, except that it is not valid on BART or CalTrain.

Tickets for the **Alameda/Oakland Ferry** service have "AC Transit", "Ferry", and "MUNI" sections. On the trip to the ferry, passengers present the complete

three-part ticket to the AC or MUNI operator so that the stub for the transit service can be removed. (This full ticket is honored the same as a regular cash fare anywhere on MUNI.) On the trip from the ferry, the detached local transit stub is valid at specific stops adjacent to the ferry terminal. MUNI transfers are issued on request (and an extra fare is necessary for cable car service) both going to and coming from the ferry terminal.

BART-MUNI Discount Tickets are available in the paid areas of the San Francisco BART stations for an 85¢ round-trip fare on MUNI. The tickets are good for service anywhere on the MUNI system (with an additional fare necessary for cable car service), and transfers are issued on request. (Discount tickets are free at the Daly City BART station for round-trip service on MUNI's 28 and 54 lines, but MUNI transfers are not issued.)

The **Golden Gate Ferry** transfer is honored the same as a regular cash fare anywhere on MUNI, with a transfer issued on request. (An additional fare is needed for cable car service.)

APPENDIX L

APPENDIX: KEY PHONE NUMBERS

Gay & Lesbian Key Numbers

Center for Positive Care	476-3644
County Clerk, domestic partners registration	554-4114
Commission on Status of Women	554-9666
CUAV	864-SAFE
Gay Support Service, School District	749-3400
Hate Crimes (District Attorney)	553-1188
Hate Crimes (Police Department)	553-1133
Health Insurance domestic partner registration	554-1750
Human Rights Commission, discrimination unit	252-2510
Human Rights Commission, AIDS unit	252-2515
In-home Health Services	557-5251
Lesbian/Gay Archives, Public Library	554-9445
Office of AIDS	554-9000
Office of Citizen Compliants, Police Dept.	553-1407
Office of Lesbian/Gay Health	554-2743
Police Department, lesbian/gay liaison	553-'977
Ward 86, HIV outpatient services	821-8100

General Interest Key Numbers

Abandoned Vehicles	781-JUNK
Child Abuse Hotline (To report panhandlers with Children)	665-0757
Construction Noise	558-6096

Coroner	553-1694
Curb Painting	558-6434
Dead Animal Disposal	334-0111
Department of Public Works (Water leaks, etc.)	695-2020
Elderly Abuse Hotline	557-5230
Fallen Electric Lines	761-9103
Fallen Trees	695-2162
Graffiti Clean-up Fund	554-7979
Housing loans	554-8777
Mayor's Office of Citizen Assistance	554-7111
Mobile Assistance Patrol (Public Inebriates)	431-7400
MUNI Information	673-6864
Nuisance Noicse	553-1012
Paratransit Services of MUNI	552-7908
Poison Control	476-6600
Rec and Park Services	666-7035
Registrar of Voters	554-4375
Rent Board	554-9550
Sexual Assalt (SFPD)	553-1381
SSI Eligibility	863-9892
Street Cleaning	695-2017
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